



**MAX Transportation Authority Board  
Meeting Agenda  
Monday, February 24, 2025  
MAX Training Room  
11660 Greenway Dr., Holland, MI 49424**

1. January 2025 Board Meeting Minutes – Action
2. Opportunity for Public Comment – Please limit public comment to three (3) minutes or less.
3. Marketing Committee
4. Executive Committee
  - a) Public Transportation Agency Safety Plan (PTASP) Version 8 - Action
  - b) FY2026 – FY2029 TIP Call for Projects, Resolution – Action
  - c) Executive Director Position - Action
  - d) Ridership Reports for January 2025 – Information
  - e) Financial Reports for January 2025 – Information
  - f) Expenditure Reports for January 2025 – Information
5. Interim Directors Report

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**Next meeting is Monday, March 24, 2025 at 3:30 p.m.**

**Macatawa Area Express Transportation Authority**  
**Meeting Minutes**  
**Monday, January 27<sup>th</sup> 2025**  
**Proposed Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building – 11660 Greenway Dr., Holland, MI 49424

**Members Present:** Chair Russ TeSlaa, Secretary Meika Weiss and Treasurer Jason Latham; Board Members Doug Becker, Margo Walters, Kristin Myers, Jason Latham, Abbe Baas

**Staff Present:** Beth Higgs, Lynn McCammon, Juana Lopez and Sandra Kohorn

**11.24.1 Approval of the Minutes for December 2024 Board Meetings**

Approved motion made by Myers, supported by Latham

**11.24.4 Public Comment**

There was no public comment.

**11.24.4a Marketing Committee**

Higgs reported that MAX is focused on looking into marketing firms to assist in launching new Fixed Routes. Higgs also reported that the Employee Appreciation Week Event is scheduled for August, and the venue for the lunch celebration has been secured.

**3.24.4 Executive Committee**

**3.24.4a MDOT 2026 Grant Application - Action**

The Macatawa Area Express (MAX) is preparing the Michigan Department of Transportation (MDOT) grant application for Fiscal Year 2026, which will begin on October 1, 2025. This grant application is primarily for estimating and earmarking purposes. Staff recommends requesting a total of \$2,150,178 in MDOT Operating Assistance, based on 30.5895% of expenses totaling \$4,795,610. MAX is eligible to receive up to 60% of eligible expenses under Act 51.

For Section 5307 Capital Match, staff proposes a 20% local match request for various capital expenditures, including \$2,000 for miscellaneous support equipment, \$3,000 for computer hardware to replace a service vehicle, \$16,000 for maintenance equipment replacement, and \$175,423 for bus replacements.

Regarding the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, MAX plans to apply for \$142,500 in New Freedom funds to continue its Night Owl Service, requiring a 50% local match. Additionally, staff suggests requesting \$100,000 in New Freedom funds to support mobility management efforts, with a possible 20% local match (\$20,000).

For the Section 5339 Bus and Bus Facilities Program, MAX proposes applying for \$165,076 in Federal funds, with a \$33,015 state match (20%), to support bus replacement.

The action requested includes approval to submit the FY2026 grant application to MDOT, publication of the intent to apply in the local newspaper, and adoption of the attached Resolution of Intent.

Motion to approve was made by Becker, supported by Walters. Motion carried unanimously.

**3.24.4b Resolution of Intent – Action**

The Macatawa Area Express Transportation Authority (MAX) is applying for state financial assistance for local transportation services under Act No. 51 for fiscal year 2026. MAX designates Interim Director Beth Higgs as the official representative to handle all public transportation matters and communicate with the State Transportation Commission. MAX has certified no changes in eligibility documentation and has reviewed a balanced budget totaling \$4,795,610, with federal, state, and local funds of \$1,322,716 each. Weiss voiced there needs to be language changed in the Resolution of intent. Motion to approve was made by Weiss, supported by Latham. Motion carried unanimously.

**3.24.4b Notice to Advance Procurement – Action**

Higgs presented the request to advance procurement of Three (3) Relief Vehicles for Fixed Routes with an estimated cost to MAX of \$115,000.00. A Request for Quote (RFQ), Request for Proposal (RFP) or Invitation for Bid (IFB) will serve as the method of procurement, and will include specifications, terms, clauses/certifications, requirements and conditions of the purchase in accordance with Federal Transit Administration (FTA) regulations. Procurement shall commence on or about February 1, 2025. The calendar date for the completion of work for this project shall be on or about July 1, 2025. Motion to approve was made by Meyers, supported by Latham. Motion carried unanimously.

**3.24.4b Huntington Bank Commercial Card – Action**

Higgs proposed moving our existing Fifth Third Bank credit card to Huntington Bank's commercial card. While the current provider has met our needs, we believe switching to Huntington Bank will offer key advantages, including improved customer service with more responsive support, and easier integration with our existing accounts. MAX transferred all banking accounts to Huntington Bank last year, as recommended by the City of Holland, and this move will further streamline our processes.

Additionally, staff recommends increasing the credit limit from \$15,000 to \$20,000 and issuing separate cards to the following authorized users with specified spending limits: Beth Higgs, Deputy Director (\$10,000 for online invoices, miscellaneous and emergency purchases), Shelby Pedersen, CS Manager/Marketing Specialist (\$8,000 for office supplies, marketing event purchases, and IT equipment), and Doug Mytton, Building & Grounds Supervisor (\$2,000 for service parts, small equipment, tools, and maintenance needs). Motion to approve was made by Weiss, supported by Latham. Motion carried unanimously.

**3.24.4f Vehicle Accessibility Plan - Information**

A MAX Vehicle Accessibility Plan (VAP) is required by the Michigan Department of Transportation as part of the FY2026 grant application process to request New Freedom grant funding. This is an annual review of our VAP, making any revisions from the current 2023 VAP. This year's review of the plan includes updates to some LAC members, and the number of accessible vehicles in our fleet. The Local Advisory Committee reviewed and approved changes to the Vehicle Accessibility Plan at the meeting held December 5,

2024, and the approved minutes will be submitted with our grant application due February 1. Attached is the February 2023 Vehicle Accessibility Plan, as well as approved changes to that plan on December 5, 202

**3.24.4f Ridership Reports**

Higgs was pleased to report that since the implementation of our new Via scheduling software on August 29, 2024, we have seen a notable increase in ridership on our Reserve-A-MAX demand response service. MAX Data Analyst Charlie Veldhoff highlighted a significant milestone in September with 252 rides recorded on September 25, marking the highest post-COVID-19 pandemic increase. In December, ridership reached 275, a 34.03% increase from December 2023. The attached ridership report provides further data and comparisons.

The new scheduling software has improved operational efficiency, enhancing both accuracy and convenience for riders, as well as better planning and resource allocation, leading to more frequent and timely service.

Additionally, we are excited to report a 17.52% increase in ridership on our fixed routes from December 2023 to December 2024. We are committed to sustaining this growth and continuing to enhance our services to better serve the community.

**3.24.4g Financial Reports**

There was no discussion.

**3.24.4h Expenditure Reports**

There was no discussion.

**Interim Directors Report**

- Higgs provided an update on the Executive Director recruitment process. MAX received 51 applications, 8 of which were reviewed. The next step is to move forward with selecting 3-4 candidates for interviews held virtually, and 2<sup>nd</sup> round of interviews in-person at MAX. Higgs encouraged board members to attend the interviews slated for February 12 & 13 to meet the candidates.
- Kohorn reported on the recently formed Fixed Route Launch Committee that will meet bi-weekly and has met twice in December. This committee focuses on any concerns, missing stops, signage, transfer locations and being able to be address unforeseen issues with MAX route changes.
- Higgs shared that during a major snowstorm, three employees from the MAX team assisted with a 15 car pile-up on I96 between Zeeland and Hudsonville, driving two MAX buses to transport those stranded on the highway to a warming center.

**3.24.5 Adjournment**

A motion was made by Weiss and supported by Becker to adjourn the meeting. Motion passed unanimously.

## MEMO

### Board Action Item

Date: February 24, 2025

To: MAX Authority Board

From: Beth Higgs, Interim Director  
Susan Gorby, Operations Manager

Re: MAX Public Transportation Agency Safety Plan (PTASP) Policy - Version 8

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On April 10, 2024, FTA published an update to the National Safety Plan to address requirements in the Bipartisan Infrastructure Law, enacted as the Infrastructure Investment and Jobs Act. The updated National Safety Plan establishes performance measures for Agency Safety Plans (ASPs) to improve the safety of public transportation systems that receive Federal financial assistance from FTA.

Each transit agency subject to the PTASP regulation must revise its ASP to address the new safety performance measures defined by the National Safety Plan, including documenting required SPTs, during the next annual review and update cycle identified in its ASP.

MAX Operations Manager Sue Gorby, Data Analyst Charlie Veldhoff, and Safety Coordinator Brent Etzel worked together to make the appropriate updates to our current PTASP according to the FTA technical review checklist sent to staff in December 2024. This checklist, attached for Board review, reflects FTA recommended changes. The far-right column under comments, Sue Gorby identifies changes or additions she made to our current PTASP. Based on those changes, the attached PTASP Policy Version 8 presented today satisfies all FTA recommended changes.

#### **Action Request**

MAX staff requests Board approval of the revisions to their PTASP Policy Version 8 and required signature of Board Chairman in section 2 of the PTASP policy.



Incorporates the requirements of the PTASP final rule published in April 2024.

Agency Name	Plan Version	Review Version	Submitted to FTA
Macatawa Area Express Transportation Authority (MAX)	08	01	12/04/2024
<b>Agency type:</b> <input checked="" type="checkbox"/> Transit agency <input type="checkbox"/> State DOT <input type="checkbox"/> Other	<b>Document type:</b> <input checked="" type="checkbox"/> Full ASP <input type="checkbox"/> Partial ASP <input type="checkbox"/> Other		

## PTASP TECHNICAL ASSISTANCE CENTER REVIEW OF AGENCY SAFETY PLAN



### Bus Transit Agency Small Urbanized Area

This document pertains to an agency’s voluntary participation in a PTASP Technical Assistance Center (TAC) review of its Agency Safety Plan (ASP) and is provided for technical assistance purposes only. FTA based this review of the voluntarily submitted ASP on [FTA’s checklist](#) for **bus transit agencies that provide service in a small urbanized area** (an urbanized area with a population of less than 200,000) and that do **not** provide service in a large urbanized area. These agencies may be small public transportation providers<sup>1</sup> or large bus transit providers.

The completed checklist contained on the following pages is intended to be used strictly by the participating agency as a tool for further development of an ASP to meet the requirements of [49 CFR part 673](#), as amended by the Public Transportation Agency Safety Plans (PTASP) final rule published on April 11, 2024. Neither the “completed” checklist items (i.e., items marked with an “X”) nor any comments provided by the TAC reviewers constitute a “verification” or “certification of compliance” with Part 673.

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<sup>1</sup> Small public transportation providers are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307 that have one hundred or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and do not operate a rail fixed guideway public transportation system.



Incorporates the requirements of the PTASP final rule published in April 2024.

## Checklist Key

This checklist distinguishes between PTASP requirements and ASP best practices.

- Checklist items that include PTASP sections (for example, § 673.11(a)(3)) are **requirements**.
  - New PTASP requirements are marked with an orange “**NEW REQUIREMENT.**”
- Checklist items that do not include PTASP sections are ASP best practices.
  - New checklist items that are best practices are marked with a teal “**NEW BEST PRACTICE.**”

### Examples:

<input type="checkbox"/>	<p><b>NEW REQUIREMENT</b></p> <p>9-h-1. The process includes reporting assaults on transit workers, near-misses, and unsafe acts and conditions. (<i>§ 673.23(b)</i>)</p>
<input type="checkbox"/>	<p><b>NEW BEST PRACTICE</b></p> <p>2-f-3. The website address of the ASP on the transit agency website, if the agency publishes it online.</p>



Incorporates the requirements of the PTASP final rule published in April 2024.

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Incorporates the requirements of the PTASP final rule published in April 2024.

*The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Recipients and subrecipients should refer to FTA's statutes and regulations for applicable requirements.*



Incorporates the requirements of the PTASP final rule published in April 2024.

## 1. Transit Agency Information

The ASP specifies or references documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	1-a. Name and address of the transit agency that the ASP applies to.	Cover, 2	
<input checked="" type="checkbox"/>	1-b. Accountable Executive name and/or title ( <i>individual meets §§ 673.5 and 673.23(d)(1) requirements</i> ).	2	<p><b><u>Enhancement</u></b></p> <ul style="list-style-type: none"> <li>• See comments in the Authorities, Accountabilities, and Responsibilities section on p. 18 of this checklist.</li> </ul> <p><b>ADDED to page 6 of PTASP - SKG</b></p>
<input checked="" type="checkbox"/>	1-c. Chief Safety Officer/Safety Management System (SMS) Executive name and/or title ( <i>individual meets §§ 673.5 and 673.23(d)(2) requirements</i> ).	2	
<input checked="" type="checkbox"/>	1-d. Mode(s) of transit service covered by the ASP. ( <i>§ 673.11(b)</i> )	2	
<input checked="" type="checkbox"/>	1-e. Mode(s) of service provided by the transit agency (directly operated or contracted).	2	
<input checked="" type="checkbox"/>	1-f. FTA funding types (e.g., §§ 5307, 5337, 5339).	2	



Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
☒	1-g. Whether the transit agency provides transit service on behalf of another transit agency or entity, including a description of the arrangement(s).	2	
☒	<p><b>NEW BEST PRACTICE</b></p> <p>1-h. The transit agency only serves a small urbanized area (and does not also provide service in a large urbanized area).</p>	—	<p><b><u>Enhancement</u></b></p> <ul style="list-style-type: none"> <li>Although not a PTASP requirement, a transit agency may consider adding urbanized area information to the ASP during the next review and update cycle.</li> </ul>
☒	<p><b>NEW BEST PRACTICE</b></p> <p>1-h-1. Which small urbanized area(s) the transit agency serves.</p>	—	<p>Both added to page 2 chart, as well as the website address - SKG</p>



Incorporates the requirements of the PTASP final rule published in April 2024.

## 2. Plan Development, Approval, and Updates

The ASP specifies or references documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input type="checkbox"/>	2-a. The name of the State entity that drafted the ASP on behalf of the transit agency if the transit agency is a small public transportation provider. (§ 673.11(d))	N/A	N/A
<input checked="" type="checkbox"/>	2-b. Accountable Executive signature on the ASP and date of signature. (§ 673.11(a)(1))	3	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The ASP has a placeholder for the signature of the Accountable Executive and the date they sign the ASP. The agency should include the signature and date in the final version of the ASP. <b>-Draft submitted with no signatures, no corrections needed - SKG</b></li> </ul>
<input checked="" type="checkbox"/>	2-c. Transit agency Board of Directors or equivalent entity approval of the ASP (§ 673.11(a)(1)(ii)), date of approval, and relevant approval documentation (§ 673.31).	3	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The ASP has a placeholder to record the date the MAX Board of Directors approves the ASP. The final version of the ASP should include this information.</li> <li><b>-Draft submitted with no signatures, no corrections needed - SKG</b></li> </ul> <p><b><u>Enhancement</u></b></p> <ul style="list-style-type: none"> <li>Consider including a placeholder for the title of the relevant approval documentation (e.g., Board resolution number). <b>Added to Page 2 chart - SKG</b></li> </ul>



Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
☒	2-d. The ASP addresses all applicable requirements and standards as set forth in FTA’s Public Transportation Safety Program and the National Public Transportation Safety Plan. <sup>2</sup> (§ 673.11(a)(4))	3	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The related statement in the ASP should specify the ASP addresses the Public Transportation Safety Program and the National Public Transportation Safety Plan. (§ 673.11(a)(4)) <b>Corrected - SKG</b></li> </ul>
☒	2-e. The process and timeline for conducting an annual review and update of the ASP. (§ 673.11(a)(5))	3	<p><b><u>Observations</u></b></p> <ul style="list-style-type: none"> <li>FTA <b>clarified</b> that the Accountable Executive’s role is to sign the ASP and to ensure that the ASP and the agency’s SMS processes are carried out. It is <b>not</b> the Accountable Executive’s responsibility to approve the ASP. <b>Corrected - SKG</b></li> <li>The process for conducting an annual review should specify how changes are made to the ASP.</li> </ul> <p><b><u>Enhancement</u></b></p> <ul style="list-style-type: none"> <li>The annual review and approval should occur within the year (12 months) after the ASP was previously approved. <b>Added - SKG</b></li> </ul>

<sup>2</sup> Compliance with the minimum safety performance standards authorized under 49 U.S.C. 5329(b)(2)(C) is not required until standards have been established through the public notice and comment process.



Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
☒	<p><b>NEW REQUIREMENT</b></p> <p>2-e-1. The ASP or ASP update was developed in cooperation with frontline transit worker representatives. (§ 673.17(b)(1))</p>	3	<p><b><u>Enhancement</u></b></p> <ul style="list-style-type: none"> <li>The PTASP regulation does not require frontline transit workers (MAX Safety Committee) to approve the ASP but rather to cooperate in updating the ASP. The regulation provides each transit agency the flexibility to define how it involves and cooperates with frontline transit worker representatives to support ASP updates. <b>Corrected - SKG</b></li> </ul>
☒	<p><b>NEW REQUIREMENT</b></p> <p>2-e-2. The process and timeline include a description of how frontline transit worker representatives cooperate in the development and update of the ASP. (§ 673.17(b)(2))</p>	—	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The annual review and update process should specify the activities undertaken by the frontline transit worker representatives (MAX Safety Committee) in reviewing and updating the ASP. (§ 673.17(b)(2)) <b>Added to page 4 - SKG</b></li> </ul>
☒	<p>2-e-3. The ASP version number and other relevant information.</p>	3	
☒	<p><b>NEW BEST PRACTICE</b></p> <p>2-e-4. The website address of the ASP on the transit agency website, if the agency publishes it online.</p>	—	<p><b>Added to page 2 - SKG</b></p>



Incorporates the requirements of the PTASP final rule published in April 2024.

### 3. Annual Safety Performance Targets

For all modes<sup>3</sup> covered in the ASP, the ASP includes annual safety performance targets based on the safety performance measures established under the [National Public Transportation Safety Plan](#).

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	3-a. <i>Major Events (total)</i> : Based on safety and security major events as defined by the National Transit Database (NTD). <sup>4</sup> (§ 673.11(a)(3))	4	
<input checked="" type="checkbox"/>	3-a-1. <i>Major Event Rate</i> : Based on safety and security major events as defined by the NTD, <b>divided by vehicle revenue miles (VRM)</b> . (§ 673.11(a)(3))	4	
<input type="checkbox"/>	<b>NEW REQUIREMENT</b> 3-a-2. <i>Collision Rate</i> : Based on collisions reported to the NTD, <b>divided by VRM</b> . (§ 673.11(a)(3))	—	<b>Observation</b> • The updated <a href="#">National Public Transportation Safety Plan</a> (p. 12) published in April 2024 lists new safety

<sup>3</sup> When setting SPTs based on the safety performance measures in the National Safety Plan, FTA encourages agencies to use the following high-level modal groups: rail, fixed-route bus, and non-fixed-route bus.

<sup>4</sup> The NTD reporting manuals are available on the [NTD website](#).



Incorporates the requirements of the PTASP final rule published in April 2024.

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input type="checkbox"/>	<p><b>NEW REQUIREMENT</b></p> <p>3-a-3. <b>Pedestrian Collision Rate</b>: Based on collisions “with a person” as defined by the NTD, <b>divided by VRM. (§ 673.11(a)(3))</b></p>	—	<p>performance measures for which transit agencies must develop targets. These new measures include:</p> <ul style="list-style-type: none"> <li>○ Collision rate</li> <li>○ Pedestrian collision rate</li> <li>○ Vehicular collision rate</li> </ul>
<input type="checkbox"/>	<p><b>NEW REQUIREMENT</b></p> <p>3-a-4. <b>Vehicular Collision Rate</b>: Based on collisions “with a motor vehicle” as defined by the NTD, <b>divided by VRM. (§ 673.11(a)(3))</b></p>	—	<ul style="list-style-type: none"> <li>• Created Appendix E, pages 34-36 - SKG</li> </ul>
<input checked="" type="checkbox"/>	3-b. <b>Fatalities (total)</b> : Based on fatalities as defined by to the NTD. (§ 673.11(a)(3))	4	
<input checked="" type="checkbox"/>	3-b-1. <b>Fatality Rate</b> : Based on fatalities as defined by the NTD, <b>divided by VRM. (§ 673.11(a)(3))</b>	4	
<input type="checkbox"/>	<p><b>NEW REQUIREMENT</b></p> <p>3-b-2. <b>Transit Worker Fatality Rate</b>: Based on transit worker fatalities as defined by the NTD, including the categories “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” <b>divided by VRM. (§ 673.11(a)(3))</b></p>	—	<p><b>Observation</b></p> <ul style="list-style-type: none"> <li>• The updated <a href="#">National Public Transportation Safety Plan</a> (p. 12) published in April 2024 lists new safety performance measures for which transit agencies must develop targets. These new measures include: <ul style="list-style-type: none"> <li>○ Transit worker fatality rate</li> <li>○ Created Appendix E, pages 34-36 - SKG</li> </ul> </li> </ul>





Incorporates the requirements of the PTASP final rule published in April 2024.

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	3-c. <i>Injuries (total)</i> : Based on injuries as defined by the NTD. (§ 673.11(a)(3))	4	Created Appendix E, pages 34-36 - SKG
<input checked="" type="checkbox"/>	3-c-1. <i>Injury Rate</i> : Based on injuries as defined by the NTD, <b>divided by VRM</b> . (§ 673.11(a)(3))	4	Created Appendix E, pages 34-36 - SKG
<input type="checkbox"/>	<b>NEW REQUIREMENT</b> 3-c-2. <i>Transit Worker Injury Rate</i> : Based on transit worker injuries as defined by the NTD, including the categories “Transit Employee/Contractor,” “Transit Vehicle Operator,” and “Other Transit Staff,” <b>divided by VRM</b> . (§ 673.11(a)(3))	—	<b>Observation</b> • The updated <a href="#">National Public Transportation Safety Plan</a> (p. 12) published in April 2024 lists new safety performance measures for which transit agencies must develop targets. These new measures include: ○ Transit worker injury rate ○ Assaults on transit workers • Rate of assaults on transit workers
<input type="checkbox"/>	<b>NEW REQUIREMENT</b> 3-d. <i>Assaults on Transit Workers (total)</i> : Based on assaults on transit workers as defined by the NTD. (§ 673.11(a)(3))	—	Created Appendix E, pages 34-36 - SKG
<input type="checkbox"/>	<b>NEW REQUIREMENT</b> 3-d-1. <i>Rate of Assaults on Transit Workers</i> : Based on assaults on transit workers as defined by the NTD, <b>divided by VRM</b> . (§ 673.11(a)(3))	—	



Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
☐	3-e. System Reliability: The mean distance between major mechanical system failures as defined by the NTD. (§ 673.11(a)(3))	4	<p><b>Observation</b></p> <ul style="list-style-type: none"> <li>The system reliability target should be expressed as the <b>average (mean) distance (in miles)</b> between major mechanical system failures. To calculate the average distance between failures for a transit mode, you divide the total vehicle revenue miles (VRM) by the total number of failures.</li> <li>Created Appendix E, pages 34-36 - SKG</li> </ul>



Incorporates the requirements of the PTASP final rule published in April 2024.

## 4. Coordination with Metropolitan, Statewide, and Non-metropolitan Planning Processes

The ASP specifies or references documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	4-a. The transit agency makes its safety performance targets available to the State to aid in the planning process. ( <i>§ 673.15(a)</i> )	4	
<input checked="" type="checkbox"/>	4-b. The transit agency makes its safety performance targets available to the Metropolitan Planning Organization(s) (MPO) to aid in the planning process. ( <i>§ 673.15(a)</i> )	4	
<input checked="" type="checkbox"/>	4-c. The transit agency coordinates with the State and MPO(s) in the selection of State and MPO safety performance targets to the maximum extent practicable. ( <i>§ 673.15(b)</i> )	—	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li><i>The ASP should specify that the agency will coordinate, to the maximum extent practicable, with the State and MPO to support the selection of State and MPO transit safety performance targets. (<i>§ 673.15(b)</i>)</i> <b>Sentence Added page 5 - SKG</b></li> </ul>



Incorporates the requirements of the PTASP final rule published in April 2024.

## 5. Safety Management System

The ASP specifies or references documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	5-a. The transit agency’s establishment and implementation of an SMS. (§ 673.21)	—	<b><u>Observation</u></b>
<input checked="" type="checkbox"/>	5-b. The SMS is appropriately scaled to the size, scope, and complexity of the transit agency and includes the following SMS components: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. (§ 673.21)	—	<ul style="list-style-type: none"> <li><i>The ASP should specify the agency has established and is implementing a Safety Management System that is scaled appropriately to the agency’s size, scope, and complexity and includes Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. (§ 673.21)</i></li> </ul> <p><b>Added to page 4 - SKG</b></p>



Incorporates the requirements of the PTASP final rule published in April 2024.

## 6. Safety Management Policy

### Safety Management Policy Statement

The ASP specifies or references documentation that specifies:

☒	Checklist Item	ASP Page Number	Comments
☒	6-a. A written statement of the Safety Management Policy (SMP), including the transit agency’s safety objectives. ( <i>§ 673.23(a)</i> )	5	
☒	<p><b>NEW REQUIREMENT</b></p> <p>6-a-1. The SMP statement includes a description of the transit agency’s approach to cooperation with frontline transit worker representatives. (<i>§ 673.23(a)</i>)</p>	—	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li><i>The safety management policy statement should specify the agency’s approach to cooperation with frontline transit worker representatives, which affirms that frontline transit worker representatives cooperate in annual ASP updates and the ASP documents in the “Annual Review and Update of the Public Transportation Safety Plan (PTASP)” section how frontline transit worker representatives cooperate in the annual ASP update. (<a href="#">§ 673.23(a)</a>)</i></li> </ul> <p><b>Added to page 6 &amp; 7 - SKG</b></p>
☒	6-b. How the agency communicates the SMP throughout the organization. ( <i>§ 673.23(c)</i> )	5	

Incorporates the requirements of the PTASP final rule published in April 2024.

## Authorities, Accountabilities, and Responsibilities for Management of Safety

The ASP specifies or references documentation that specifies the necessary authorities, accountabilities, and responsibilities for the management of safety related to the development and management of the transit agency’s SMS for the following individuals or groups: (§ 673.23(d))

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	6-c. Accountable Executive  6-c-1. Accountable for ensuring the SMS is effectively implemented throughout the system and action is taken, as necessary, to address substandard performance in the SMS. (§ 673.23(d)(1))	6	
<input checked="" type="checkbox"/>	6-c-2. Has ultimate responsibility for carrying out the ASP and the Transit Asset Management (TAM) Plan. (§ 673.5)	6	
<input checked="" type="checkbox"/>	6-c-3. Has control or direction over the human and capital resources needed to develop and maintain the ASP and the TAM Plan. (§ 673.5)	6	



Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
☒	6-c-4. May delegate specific responsibilities, but the ultimate accountability for the transit agency’s safety performance cannot be delegated and always rests with the Accountable Executive. (§ 673.23(d)(1))	—	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The ASP should specify that the Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency’s safety performance cannot be delegated and always rests with the Accountable Executive.</li> </ul> <p>(§ 673.23(d)(1)) <b>Sentence Added to Page 6 - SKG</b></p>
☒	6-d. Chief Safety Officer or SMS Executive  6-d-1. Designated by the Accountable Executive and has the authority and responsibility for day-to-day implementation and operation of the SMS. (§ 673.23(d)(2))	6	
☒	6-d-2. Holds a direct line of reporting to the Accountable Executive. <sup>5</sup> (§ 673.23(d)(2))	6	
☒	6-d-3. Is an adequately trained individual who has responsibility for safety. (§ 673.5)	6	

<sup>5</sup> A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive. (§ 673.23(d)(2))

The CSO must be able to communicate directly with the Accountable Executive about safety issues without interruption or intermediaries. Agencies may use a “dotted line” report on an organizational chart to indicate that the CSO has the authority to speak with the Accountable Executive at any time regarding a safety issue, even if another employee supervises the CSO.



Incorporates the requirements of the PTASP final rule published in April 2024.

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	<p>6-e. Transit agency leadership and executive management (<i>§ 673.23(d)(4)</i>)</p> <p>Those leadership or executive management members, other than the Accountable Executive and Chief Safety Officer/SMS Executive, who have authorities or responsibilities for the day-to-day implementation and operation of the SMS.</p>	6	
<input checked="" type="checkbox"/>	<p>6-f. Key staff (<i>§ 673.23(d)(5)</i>)</p> <p>Key staff, groups of staff, or committees that support the Accountable Executive and Chief Safety Officer/SMS Executive in developing, implementing, and operating the SMS.</p>	7	

## Transit Worker Safety Reporting Program

The ASP specifies or references documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	<p>6-g. A process that allows transit workers to report safety concerns to senior management. (<i>§ 673.23(b)</i>)</p>	7-8, 31	





Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
☒	<p><b>NEW REQUIREMENT</b></p> <p>6-g-1. The process includes reporting assaults on transit workers, near-misses, and unsafe acts and conditions. (<i>§ 673.23(b)</i>)</p>	8	<p>Added Appendix C in regard to Transit Worker Assault Training requirement - SKG</p> <p>Created Appendix E, pages 34-36 – SKG</p> <p>NTD reporting has already begun</p>
☒	6-g-2. The process includes protections for transit workers who report. ( <i>§ 673.23(b)</i> )	5, 8	
☒	6-g-3. The process includes a description of transit worker behaviors that may result in disciplinary action and, therefore, are excluded from protection. ( <i>§ 673.23(b)</i> )	5, 8	



Incorporates the requirements of the PTASP final rule published in April 2024.

## 7. Safety Risk Management

A transit agency must develop and implement a Safety Risk Management process for all elements of its system. (§ 673.25(a))

### Hazard Identification

The ASP specifies or references documentation that specifies:

☒	Checklist Item	ASP Page Number	Comments
☒	7-a. Methods or processes to identify hazards and potential consequences of the hazards. (§ 673.25(b)(1))	9-10	
☒	7-a-1. As a source for hazard identification, the transit agency considers data and information provided by an oversight authority, including but not limited to FTA and the State. (§ 673.25(b)(2)(i))	9	
☒	<b>NEW REQUIREMENT</b> 7-a-2. As a source for hazard identification, the transit agency considers data and information regarding exposure to infectious diseases provided by the Centers for Disease Control and Prevention (CDC) or a State health authority. (§ 673.25(b)(2)(ii))	5	<p><b><u>Enhancement</u></b></p> <ul style="list-style-type: none"> <li>Consider also specifying this source for hazard identification (on p. 5) within the Safety Hazard Identification section of the ASP (pp. 9-10). <b>Centers for Disease Control and Prevention (CDC) or a State health authority added to page 10-SKG</b></li> </ul>



Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
☒	<p><b>NEW REQUIREMENT</b></p> <p>7-a-3. As a source for hazard identification, the transit agency considers safety concerns identified through its Safety Assurance activities. (<a href="#">§ 673.25(b)(2)(iii)</a>)</p>	—	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The hazard identification process must specify that the agency considers safety concerns identified through its Safety Assurance activities as a source for hazard identification. (<a href="#">§ 673.25(b)(2)(iii)</a>)</li> </ul> <p>added to page 14 - SKG</p>



Incorporates the requirements of the PTASP final rule published in April 2024.

## Safety Risk Assessment

The ASP specifies or references documentation that specifies:

☒	Checklist Item	ASP Page Number	Comments
☒	7-b. Methods or processes to assess the safety risk associated with identified hazards. (§ 673.25(c)(1))	10-12	
☒	7-b-1. An assessment includes assessing the likelihood and severity of the potential consequences of identified hazards. (§ 673.25(c)(2))	10	<p><b><u>Enhancement</u></b></p> <ul style="list-style-type: none"> <li>Consider using terminology consistent with the PTASP regulation, including “assessing the <b>potential consequences of hazards</b>” and “accepting the <b>potential consequences of a hazard</b>.” Safety risk matrices are used to assess the “potential consequences of hazards,” not the hazards. <b>It’s already in there?? Page 13 - SKG</b></li> </ul>
☒	7-b-2. Assessment determines if safety risk mitigation is necessary and informs prioritization of safety risk mitigations. (§ 673.25(c)(2))	—	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The ASP should specify that the agency assesses the safety risk associated with identified hazards <b>to determine if safety risk mitigation is necessary and to inform prioritization of safety risk mitigations.</b> (§ 673.25(c)(2)) <b>Added to page 11 - SKG</b></li> </ul>
☒	7-b-3. Assessment takes into account existing safety risk mitigations. (§ 673.25(c)(2))	10	



Incorporates the requirements of the PTASP final rule published in April 2024.

## Safety Risk Mitigation

The ASP specifies or references documentation that specifies:

☒	Checklist Item	ASP Page Number	Comments
☒	7-c. Methods or processes to identify safety risk mitigations or strategies necessary as a result of the transit agency's safety risk assessment to reduce the likelihood and severity of potential consequences. (§ 673.25(d)(1))	12	
☒	<p><b>NEW REQUIREMENT</b></p> <p>7-c-1. As a source for safety risk mitigation, the agency considers guidance provided by an oversight authority, if applicable, and FTA. (§ 673.25(d)(2)(i))</p>	—	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The ASP should specify that, as sources of safety risk mitigation, the transit agency considers guidance provided by FTA and guidelines provided by the CDC or a State health authority to prevent or control exposure to infectious diseases. (§§ <a href="#">673.25(d)(2)(i)</a> and <a href="#">(d)(2)(ii)</a>) <b>Sentence added to page 13 - SKG</b></li> </ul>
☒	<p><b>NEW REQUIREMENT</b></p> <p>7-c-2. As a source for safety risk mitigation, the agency considers guidelines to prevent or control exposure to infectious diseases provided by the CDC or a State health authority. (§ 673.25(d)(2)(ii))</p>	—	



Incorporates the requirements of the PTASP final rule published in April 2024.

## 8. Safety Assurance

### Safety Performance Monitoring and Measurement

The ASP specifies or references documentation that specifies:

☒	Checklist Item	ASP Page Number	Comments
☒	8-a. Activities to monitor the system for compliance with and sufficiency of the transit agency's procedures for operations and maintenance. (§ 673.27(b)(1))	13	
☒	8-b. Activities to monitor the transit agency's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. (§ 673.27(b)(2))	13	
☒	8-c. Activities to conduct investigations of safety events to identify causal factors. (§ 673.27(b)(3))	14	<p><b><u>Enhancement</u></b></p> <ul style="list-style-type: none"> <li>• Consider specifying that the agency identifies causal factors, such as latent organizational factors, that may have contributed to a safety event by examining:               <ul style="list-style-type: none"> <li>○ Organizational factors (the elements of the transit agency's management, policies, and procedures that contributed to the safety event)</li> <li>○ Equipment and infrastructure factors (the failures in functioning of vehicles or other technological</li> </ul> </li> </ul>



Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
			<p><i>components of the transit system that contributed to a safety event)</i></p> <ul style="list-style-type: none"> <li>○ <i>Environmental factors (the characteristics of the environment in which the people and vehicles were operating that contributed to the safety event)</i></li> <li>○ <i>Outside factors (the larger context in which the transit agency is operating, where factors outside the control of the agency contributed to the safety event)</i></li> </ul> <p><b><u>Reference Material</u></b></p> <ul style="list-style-type: none"> <li>• <i>Identifying Causal Factors in Safety Event Investigations <a href="#">Webinar Recording</a> (March 2023)</i></li> <li>• <i><a href="#">Causal Factors in Safety Investigations (Part 1): Causal Factors and Safety Management Systems</a></i></li> <li>• <i><a href="#">Causal Factors in Safety Investigations (Part 2): Causal Analysis Activities</a></i></li> <li>• <i><a href="#">Safety Event Investigation in an SMS</a> (Webinar, July 2021) (Causal Factors slides 19-23)</i></li> </ul> <p><b>ADDED TO PAGE 14 - SKG</b></p>
☒	8-d. Activities to monitor information reported through any internal safety reporting programs. (§ 673.27(b)(4))	14	



Incorporates the requirements of the PTASP final rule published in April 2024.

## Management of Change

### Not Required for Small Public Transportation Providers

The ASP specifies or references documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input type="checkbox"/>	8-e. A process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance. ( <i>§ 673.27(c)(1)</i> )	N/A	
<input type="checkbox"/>	8-e-1. Proposed changes that may impact the transit agency's safety performance are evaluated through its Safety Risk Management process. ( <i>§ 673.27(c)(2)</i> )	N/A	





Incorporates the requirements of the PTASP final rule published in April 2024.

## Continuous Improvement

**NOTE: FTA has extended applicability of continuous improvement to all transit agencies subject to the PTASP regulation. This includes small public transportation providers.**

The ASP specifies or references documentation that specifies:

☒	Checklist Item	ASP Page Number	Comments
☒	8-f. A process to assess the transit agency’s safety performance <b>annually</b> . (§ 673.27(d)(1))	14	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The continuous improvement process should specify that the agency assesses safety performance <b>annually</b>. (§ 673.27(d)(1)) <b>Sentence added to page 14 - SKG</b></li> </ul>
☒	<p><b>NEW REQUIREMENT</b></p> <p>8-f-1. The process includes identifying deficiencies in the SMS and the agency’s performance against its safety performance targets. (§ 673.27(d)(1)(i))</p>	14	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The ASP should also specify that during the continuous improvement process the agency identifies instances where it fails to meet a safety performance target. (§ 673.27(d)(1)(i)) <b>Sentence added to page 13 - SKG</b></li> </ul> <p><b><u>Enhancement</u></b></p> <ul style="list-style-type: none"> <li>Deficiencies in the transit agency’s SMS include concerns with the processes and procedures defined by the agency to carry out the transit agency’s SMS. Deficiencies in the transit agency’s performance against safety performance targets include instances where the transit agency fails to meet a safety performance target. <b>Already input on page 15 - SKG</b></li> </ul>
☒	8-g. How the transit agency develops and carries out a plan(s) under the direction of the Accountable	14	



Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
	Executive to address any deficiencies identified through the safety performance assessment process. ( <i>§ 673.27(d)(4)</i> )		

Incorporates the requirements of the PTASP final rule published in April 2024.

## 9. Safety Promotion

### Competencies and Training

The ASP specifies or references documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	9-a. The transit agency established and implemented a comprehensive safety training program. ( <i>§ 673.29(a)(1)</i> )	15	
<input checked="" type="checkbox"/>	9-a-1. The safety training program is for all operations transit workers and transit workers directly responsible for safety. ( <i>§ 673.29(a)(1)</i> )	15	
<input checked="" type="checkbox"/>	<b>NEW REQUIREMENT</b> 9-a-2. The safety training program includes de-escalation training. ( <i>§ 673.29(a)(1)</i> )	15	
<input checked="" type="checkbox"/>	<b>NEW REQUIREMENT</b> 9-a-3. The safety training program includes safety concern identification and reporting training. ( <i>§ 673.29(a)(1)</i> )	15	
<input checked="" type="checkbox"/>	9-a-4. The safety training program includes refresher training, as necessary. ( <i>§ 673.29(a)(1)</i> )	15	



Incorporates the requirements of the PTASP final rule published in April 2024.

## Safety Communication

The ASP specifies or references documentation that specifies:

☒	Checklist Item	ASP Page Number	Comments
☒	9-b. How the transit agency communicates safety and safety performance information throughout its organization. (§ 673.29(b)).	5, 7, 16	
☒	9-b-1. How the transit agency conveys information on hazards and safety risk relevant to transit workers' roles and responsibilities. (§ 673.29(b))	—	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The safety communication section of the ASP should clarify how the transit agency conveys information on hazards and safety risk relevant to transit workers' roles and responsibilities. (§ 673.29(b))</li> </ul> <p style="background-color: yellow;">Added to page 17 - SKG</p>
☒	9-b-2. How the transit agency conveys the safety actions taken in response to reports submitted through the transit worker safety reporting program. (§ 673.29(b))	8, 16	
☒	<p><b>NEW REQUIREMENT</b></p> 9-b-3. How the transit agency conveys the results of cooperation with frontline transit worker representatives in developing and updating the ASP. (§ 673.29(b))	—	<p><b><u>Observation</u></b></p> <ul style="list-style-type: none"> <li>The safety communication section of the ASP should specify or reference the documentation that specifies how the transit agency conveys the results of cooperation with frontline transit worker</li> </ul>



Incorporates the requirements of the PTASP final rule published in April 2024.

☒	Checklist Item	ASP Page Number	Comments
			<i>representatives in developing and updating the ASP.</i> <u>(§ 673.29(b))</u> <b>Added to page 17 - SKG</b>

Incorporates the requirements of the PTASP final rule published in April 2024.

## 10. Additional Information

Part 673 does not require transit agencies to include the following information in their ASPs. However, a transit agency could specify or reference documentation that specifies:

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	10-a. Definitions of terms used in the ASP.	17-18	
<input checked="" type="checkbox"/>	10-b. List of acronyms used in the ASP.	19	
<input type="checkbox"/>	10-c. Certification of compliance with Part 673 in the Transit Award Management System (TrAMS), including: 10-c-1. Name of the individual or entity that certifies compliance; and 10-c-2. Date of certification.	—	
<input checked="" type="checkbox"/>	<b>NEW BEST PRACTICE</b> 10-d. Description of recordkeeping process for documents that set forth the ASP, including those related to the implementation of SMS; results from SMS processes and activities; and those included in whole, or by reference, that describe the programs, policies, and procedures that the transit agency uses to carry out its ASP.	17	



Incorporates the requirements of the PTASP final rule published in April 2024.

<input checked="" type="checkbox"/>	Checklist Item	ASP Page Number	Comments
<input checked="" type="checkbox"/>	<p><b>NEW BEST PRACTICE</b></p> <p>10-d-1. Includes how documents will be made available upon request by FTA or other Federal entity and a State.</p>		
<input checked="" type="checkbox"/>	<p><b>NEW BEST PRACTICE</b></p> <p>10-d-2. Includes that transit agency will maintain these documents for a minimum of three years after they are created.</p>		



**PTASP Technical Assistance Available**

- Access one-on-one Agency Safety Plan support
- View the Agency Safety Plan Directory
- Explore the PTASP Resource Library

[transit.dot.gov/PTASP](https://transit.dot.gov/PTASP)



# PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)



02/03/2025

Version 8

Macatawa Area Express Transportation Authority (MAX)

171 Lincoln Ave. Suite 20  
Holland, MI 49423  
616-355-1010



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## Chapter 1 – Transit Agency Information

Transit Agency Name:	Macatawa Area Express Transportation Authority (MAX)			
Transit Agency Address:	171 Lincoln Ave. Suite 20, Holland, MI 49423			
Transit Agency website	<a href="https://catchamax.org">https://catchamax.org</a>			
Accountable Executive:	Executive Director			
Chief Safety Officer:	Operations Manager			
Modes of Service Covered by This Plan:	Fixed-Route & Demand- Response	FTA Funding Types:	5307, 5310, 5339, CMAQ	
Modes of Service Provided by MAX:	Small Urban Transit System – Fixed Routes & Demand Response (Directly Operated)			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A			
Urbanized Area Information:	Macatawa Area Express Transportation Authority only serves a small, urbanized area and does not also provide service in a large, urbanized area.			
Macatawa Area Express Transportation Authority Small Urbanized Areas Served:	MAX operates fixed bus routes in addition to demand response service throughout the greater Holland/Zeeland, Michigan area.			
MAX PTASP Version 8	Board Approval Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Board of Directors Approval:	Board of Directors Resolution Number:	

## Chapter 2 – Plan development, approval, and updates

This plan is based on FTA Part 673 and reviewed and amended by the Accountable Executive, Chief Safety Officer, Safety Training Coordinator, and the MAX Safety Committee.

Macatawa Area Express Transportation Authority (MAX) Accountable Executive (Name)	
Signature of Accountable Executive	Date of Signature
Macatawa Area Express Transportation Authority (MAX) Board of Directors, Chair (Name)	
Russ Tesla	
Signature of Board of Directors, Chair	Date of Approval
Macatawa Area Express Transportation Authority (MAX) Safety Committee, Chairs (Name)	
Brent Etzel, Safety Training Coordinator DRIVER NAME (TBD)	
Signature of Macatawa Area Express Transportation Authority (MAX) Safety Committee, Chairs	Date of Certification

### Version Number and Updates

Version #	Section/Pages Affected	Reason for Change	Date Issued
1	All	PTASP Development	5/18/2020
2	All	PTASP Board Approval	5/18/2020
3	Page 9	Removal of Transit Supervisor Position	12/23/20
4	All	Date updates / Review	5/11/2022
5	All	Title changes.	12/9/2022
6	All	Safety Committee Review/Approval	12/29/2022
7	Page 20 Page 2 Page 2	Addition of Infectious Disease Control Plan Approval and signature of Accountable Executive Approval and signature of Board of Directors	07/14/2023
8	All	49 CFR part 673 Changes – April 2024	02/03/2025

## Annual Review and Update of the Public Transportation Safety Plan (PTASP)

Macatawa Area Express Transportation Authority's (MAX) has established and is implementing a Safety Management System that is scaled appropriately to the agency's size, scope, and complexity and includes Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. MAX's plan addresses all applicable requirements and standards as set forth in Federal Transit Administration's (FTA) Public Transportation Safety Program and the National Public Transportation Safety Plan and was developed in cooperation with frontline transit worker representatives. At MAX, the review of safety practices is an ongoing process, not one limited to scheduled reviews. We will update the PTASP as needed in the following manner:

### **Internal:**

Internally, we anticipate reviewing and updating our document on a quarterly basis to review any possible FTA guideline changes, or any changes necessary due to internal policy or operational changes.

### **External:**

The Accountable Executive serves as the agency liaison with external agencies involved in the auditing of existing procedures associated with the PTASP.

External audit changes could be made due to any changes to partners involved in inter-agency coordination.

If during the internal or external evaluations, or based upon PTASP Program findings and activities, MAX will revise its PTASP, supporting documentation and training to reflect any new practices, policies, and procedures.

- 
- The MAX PTASP was developed in cooperation with frontline transit workers representatives:
  - The MAX Safety Committee participates in quarterly safety meetings and provides their input and reviews throughout the year.
  - The Chief Safety Officer and the Safety Training Coordinator will review and update this plan annually by September 1<sup>st</sup> of each year. Annual review information will be provided to the Safety Committee at least once a week in advance of the annual review meeting.
  - The Safety Committee will be the first to review and comment on the changes.
- Once reviewed by the safety committee, the accountable executive will review any changes, sign the new plan and ensure the ASP is carried out.
- The Accountable Executive will forward it to the Board of Directors for final review and approval.
- The PTASP shall be updated with the Board of Directors approval date and resolution number.

## Chapter 3: Safety Performance Targets by Mode of Service

The goals and targets listed below are based on a 3-year rolling average of the data submitted to the National Transit Database (NTD) under section 5355. This data is collected monthly and analyzed to ensure MAX is progressing towards set goals. In the event it is found that MAX is deviating from identified goals, MAX will comply with the processes outlined in this document.

### MODE OF SERVICE: FIXED-ROUTE

#### Fatalities:

- Total number of fatalities reported to National Transit Database (NTD): 0
- Rate of fatalities per 100,000 vehicle revenue miles (VRM): 0

#### Injuries:

- Total number of injuries reported to NTD: 3
- Rate of injuries per 100K VRM: 0.00003

#### Safety Events:

- Total number of safety events reported to NTD: 3
- Rate of safety events per 100K VRM: 0.00003

#### System Reliability:

- Mean distance between major mechanical failures by mode: 90/.0009

### MODE OF SERVICE: DEMAND-RESPONSE

#### Fatalities:

- Total number of fatalities reported to NTD: 0
- Rate of fatalities per 100,000 vehicle revenue miles: (VRM): 0

#### Injuries:

- Total number of injuries reported to NTD: 5
- Rate of injuries per 100K VRM: 0.00005

#### Safety Events:

- Total number of safety events reported to NTD: 2
- Rate of safety events per 100K VRM: 0.0002

#### System Reliability:

- Mean distance between major mechanical failures by mode: 85/.00085

#### Safety Performance Target Coordination

Safety performance targets will be submitted annually to our local MPO (MACC) to help them with their reports for the FTA. Internally. We will assess our Safety Performance Targets, to see how we can work to improve our current established target numbers. MAX coordinates with the State and MPO(s) to support the selection of State and MPO/MACC safety performance targets to the maximum extent practicable.

#### Target Transmittal Dates:

- Michigan Department of Transportation: May 18
- Macatawa Area Coordinating Council (MACC): May 18

5 Year Statistics located on page 33

## Chapter 4: Safety Management Policy Statement

### Safety Management Policy Statement

The management of safety is one of MAX's top priorities. MAX is committed to developing, implementing, maintaining, and constantly improving processes to ensure all transit service delivery activities take place under a balanced allocation of organizational resources aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this level of safety performance, starting with the Executive Director.

MAX's commitment is to ensure transit employees:

- Support the management of safety through the provision of appropriate resources that will result in an organizational culture that:
  - fosters safe practices
  - encourages effective employee safety reporting and communication
  - actively manages safety with the same attention to results of the other management systems of the organization
- Integrate the management of safety among the primary responsibilities of all managers and employees.
- Clearly define for all staff, managers, and employees their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system
- Establish and operate hazard identification and analysis (including exposure to infectious diseases) and safety risk evaluation activities, including an employee and contractor safety reporting program as a fundamental source for safety concerns and hazard identification in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance; this would include utilizing guidelines from the Centers for Disease Control and Prevention (CDC) and/or the Michigan Department of Health and Human Services.
- Ensure no action will be taken against any employee who discloses a safety concern through the safety reporting program unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards.
- Ensure sufficient skilled and trained human resources are available to implement safety management processes.
- Ensure all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills.
- Establish and measure safety performance against realistic and data-driven safety performance indicators and safety performance targets.
- Continually improve safety performance through management processes that ensure appropriate safety management action is taken and is effective.

### MAX Safety Committee

The MAX Safety Committee purpose is: (I) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment; (II) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and (III) identifying safety deficiencies for purposes of continuous improvement.

The committee will be comprised of an equal number of management staff comprised of staff from MAX and its frontline employees chosen by the frontline workforce. The Safety Training Coordinator and elected Frontline member will act as chairs for the committee and will jointly prepare agendas for the meetings. Each entity may name alternates for the committee as needed.

### Safety Management Policy Communication

We regularly communicate with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, emails, newsletters, or other written communications.

The Authority may also distribute written communications to employees, which require receipt and acknowledgement by employees. Employees may be required to sign and date a receipt and acknowledge participation in meetings, training, activities, or programs and submit these to their supervisor.

Each revision of the PTASP will be provided to MAX employees once final approval has been received. Anytime changes

are made to the PTASP, a signed acknowledgment by MAX employees will be required. The PTASP Policy Statement will also be distributed to all new hires during orientation for MAX employees.

The PTASP Policy Statement is posted on the bulletin boards in all administrative offices.

## Authorities, Accountabilities, and Responsibilities

### Accountable Executive

Executive Director

The Executive Director is ultimately responsible for carrying out the PTASP, Transit Asset Management (TAM) Plan, and the allocation of resources needed to develop and maintain both plans. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive. The Accountable Executive is responsible for ensuring the Safety Plan and all Safety Management System (SMS) components are effectively implemented and for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS.

### Chief Safety Officer (CSO)

Operations Manager

The Executive Director has designated the Operations Manager as the Chief Safety Officer. In addition to their other duties, the Operations Manager has the authority and responsibility for day-to-day implementation and operation of safety and reports directly to the Executive Director. At minimum, the Operations Manager is trained in the training outlined in Section 7 under "Requirements for Chief Safety Officer Training."

### Agency Leadership and Executive Management

The Chief Safety Officer has designated the Safety Training Coordinator as the Agency Lead. The Agency Lead is a single identifiable person who will manage the day-to-day operation of the PTASP, including the following key tasks:

- Establish goals and targets
- Trains new employees on MAX safety policies and procedures
- Ensures the plan is being followed by all employees
- Report to key management progress of the plan
- Make recommendations to improve the plan after implementation
- Report to any government agency any reporting requirements associated with PTASP

The MAX Safety Management team have the following authorities, accountabilities, and responsibilities:

- Meet quarterly to review safety suggestions to determine next step to resolve
- Participate in the MAX Safety Committee
- Oversee day-to-day operations in their department
- Modify department policies and procedures to be consistent with PTASP as needed
- Provide subject matter expertise to support implementation of the PTASP as requested by the Accountable Executive or the Chief Safety Officer, including investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness

The MAX Safety Management team includes:

- MAX Executive Director and his/her team:
  - MAX Data Analyst
  - MAX Procurement Coordinator
  - MAX ITS Coordinator
- MAX Deputy Director and his/her team:
  - MAX Customer Service Manager
  - MAX Building & Grounds Supervisor
- MAX Operations Manager and his/her team:
  - MAX Safety Training Coordinator
  - MAX Utilities Supervisor
  - MAX Dispatch Coordinator
  - MAX Road Supervisors
- MAX Safety Committee
  - Frontline employees attend MAX quarterly safety meetings and assist with reviewing/updating current safety policies and practices, assisting to identify potential hazards within the work environment, and how to limit any potential hazards.

### MAX Safety Committee

The MAX Safety Committee's purpose is: (I) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment; (II) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and (III) identifying safety deficiencies for purposes of continuous improvement.

The committee will be comprised of an equal number of management staff comprised of staff from MAX and frontline employees chosen by the plurality workforce. The Safety Training Coordinator and elected Frontline member chosen will act as chairs for the committee and will jointly prepare agendas for the meetings.

The committee will meet quarterly to review and discuss incidents and issues reported and will annually review the plan and recommend updates. The quarterly meetings will be held at 10:00 a.m. on the second Thursday of the month, in January, April, July, and October unless otherwise rescheduled. The meetings will be held in-person at the MAX Greenway Training Room. An agenda for the meetings will be sent to committee members at least 48 hours in advance.

The MAX Safety Committee certifies the plan when edits or updates are made before it can be approved by the MAX Board of Directors. For the plan to be certified, a majority of the committee members must agree on the edits or updates. Updates will be made to the plan as needed, but at a minimum, it will be reviewed annually.

The MAX Safety Committee will include the following management representatives, comprised of staff from MAX:

- Six MAX Management representatives, to include the MAX Chief Safety Officer and Safety Training Coordinator, and one Supervisory representative from Dispatch, Road Supervisors, Utilities/Building & Grounds, and Customer Service.

The MAX Safety Committee will include the following frontline employees that have been selected by the plurality of the workforce that they represent:

- Four MAX Bus Operator representatives.
- One MAX Dispatch representative and one MAX Customer Service representative.

At each quarterly safety meeting, the safety committee will make recommendations to improve safety and jointly evaluate any safety hazard reported. Each quarterly safety committee meeting will include:

- Review of safety related incidents to review and identify the causes associated with each event
- Develop mitigation measures to reduce the risk of events occurring in the future
- Training/Safety awareness and review of policy and procedures

### Driver Safety Meetings

The MAX Safety Training Coordinator is required to hold quarterly safety meetings. Each meeting will include a permanent agenda item dedicated to safety, where safety issues are discussed and documented.

### MAX Safety Reporting

MAX issues a newsletter to employees monthly with a section dedicated to safety. MAX will share any hazard mitigation articles as needed in the newsletter, along with directions on how to report any safety issues or suggestions. MAX employees are also able to email the Safety Training Coordinator directly to share safety topics or to provide feedback on reported hazards. Any safety issues or suggestions reported by MAX staff will be included on the MAX Safety Management Team agenda.

### Employee Safety Reporting Program

MAX is committed to conducting business with honesty and integrity. Employees are encouraged to speak up and raise questions and concerns promptly about any situation that may violate safety protocols, policies, procedures, the laws, rules, and regulations that govern business operations.

Employees are expected to tell others if witnessing unsafe work practices or conditions. In instances when employees are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation with management or report it in writing anonymously.

Safety issues can be reported anonymously, or reporters can provide contact information to be kept updated on the report.



However, where matters are more serious or the employee feels management has not addressed the concern or they are not comfortable reporting to their immediate manager, employees can report the concern to the next level manager, any member of the safety committee, Chief Safety Officer or Safety Training Coordinator.

Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities, or against anyone who cooperates in any investigation of such report, is strictly prohibited, and is not tolerated, regardless of the outcome of the complaint. In other words, employees are protected from speaking up in good faith under this policy. Any manager, or coworker who retaliates against a complaining employee or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Managers are charged with assuring that they and their staff comply with whistleblower protections and that no retaliation occurs because of a reported safety-related issue. However, MAX may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity
- Gross negligence, such as knowingly utilizing equipment for purposes other than intended such that people or property are put at risk
- Deliberate or willful disregard of regulations or procedures.

#### Examples of information typically reported

If an employee is involved in a near miss, or determines something to be a hazard, the event should be reported so all may learn from the event and prevent a collision or injury from occurring in the future. A supervisor must be notified immediately. MAX management or then initiates conversations with employees about their observations of both safe and unsafe behaviors.

If an incident has occurred, the vehicle operator must stop the vehicle immediately as it is safe to do so.

MAX encourages anyone who sees, hears, or learns of any conduct or statement that seems threatening or suspicious, and/or any weapons on company premises or in company vehicles, to immediately report such conduct or statement. If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, employees should immediately call 911, local police, or other law enforcement.

Once the safety issue is submitted, it is reviewed by the Safety Training Coordinator or the Chief Safety Officer. Following the review, they will send the report via email to the department responsible for addressing the reported issue. All activities tied to the safety issue remain filed with the Safety Training Coordinator. The safety issues are also reviewed to determine if they should be presented to the safety committee for discussion.

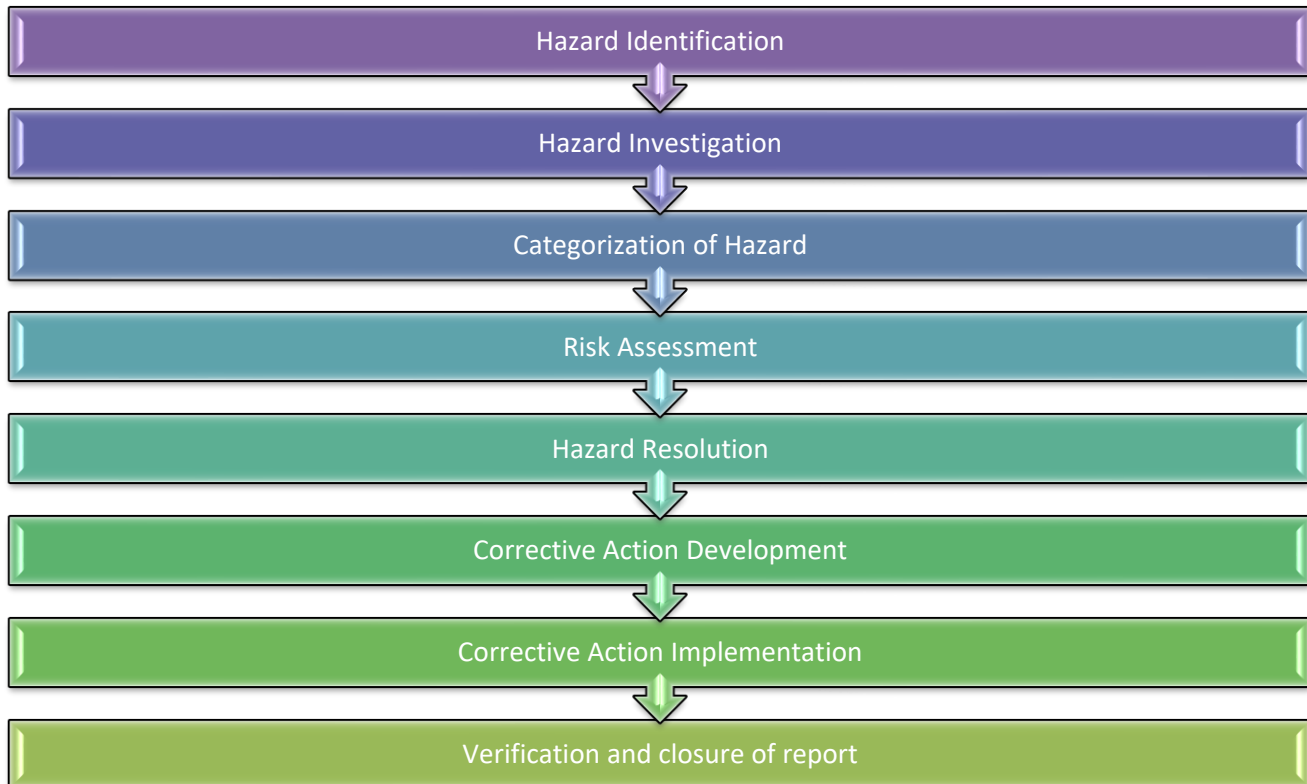
The Chief Safety Officer and Safety Training Coordinator, supported by the MAX Safety Committee, will review and address reported safety issues at each quarterly Safety Committee meeting. Each safety issue will be reviewed to ensure hazards, and their consequences are appropriately identified and resolved through the Safety Risk Management process. All reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process.

The Chief Safety Officer or Safety Training Coordinator will also notify visiting vendors or contractors of all actions taken to address reported safety issues. The vendors or contractors will be responsible for disseminating the information to their employees. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or Safety Training Coordinator will follow up directly with the employee when MAX determines if action should be taken and after any mitigations are implemented.

## Chapter 5: Safety Risk Management

### Safety Risk Management Process

Safety management is at the core of everything done at MAX. All employees are responsible for performing their jobs in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following chart.



As described earlier, a structure exists to address all safety concerns. To ensure safety, the MAX Safety Committee is responsible for reviewing safety related incidents to review culpability, to identify the causes associated with each event, and develop mitigation measures to reduce the risk of events occurring in the future. Having this committee provides a way for employees to report safety risks in a timely manner and for teams that understand the conditions associated with each area. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.

### Safety Hazard Identification

The safety hazard identification process offers MAX the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- Employee Safety Reporting
- Comments from customers, passengers, and third parties, including MAX's insurance provider and vendors
- Safety Committee, bus operators, and staff meetings
- Audits and inspections of vehicles and facilities, including maintenance reports
- Training assessments
- Investigations into safety events, incidents, and occurrences, including camera footage
- Federal Transit Administration (FTA), Centers for Disease Control, MDHHS, and other oversight authorities
- Road conditions
- Safety and performance data targets
- Supervisor or employee observations

When a safety concern is observed, whatever the source, it is initially reported to the Safety Training Coordinator for assessment. This assessment determines if safety risk mitigation is necessary and informs prioritization of safety risk mitigations. Procedures for reporting hazards are reviewed during new hire orientation and at the quarterly Safety Committee meetings. The Safety Training Coordinator may also enter hazards into the safety event tracking log based on review of results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The Chief Safety Officer and Safety Training Coordinator may conduct further analyses of hazards and consequences entered in the log to collect information, assessing potential consequences of hazards, and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer and Safety Training Coordinator may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary
- Conduct interviews with other employees in the area to gather potentially relevant information on the reported hazard
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.)
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard
- Review any past reported hazards of a similar nature
- Evaluate tasks and/or processes associated with the reported hazard

The Safety Training Coordinator will prepare an agenda to discuss identified hazards and consequences with the MAX Safety Committee during quarterly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, employee documentation, reports and observations, or information supplied by FTA or other oversight authorities.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and/or the Chief Safety Officer and addressed through the Safety Risk Management process (with or without the full MAX Safety Committee) for safety risk assessment and mitigation. This means that immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or any state environmental protection standards. Otherwise, the MAX Safety Committee will prioritize hazards for further Safety Risk Management activity.

### Safety Risk Assessment

MAX assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations and prioritizing hazards based on safety risk. Pursuant to 49 C.F.R. Part 673.5, “*Risk*” is defined as the composite of predicted severity and likelihood of the potential effect of a hazard.

Once a hazard has been identified, the Safety Training Coordinator and MAX Safety Committee will categorize the hazard into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity, reflecting the principle that not all hazards pose an equal amount of risk to personal safety.

#### Category 1: Catastrophic

Operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation.

#### Category 2: Critical

Operating conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate

corrective action.

**Category 3: Marginal**

Operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.

**Category 4: Negligible**

Operating conditions are such that human error, subsystem, or component failure or procedural deficiencies will result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the likelihood of an event occurring. Likelihood is determined based on the analysis of transit system operating experience, evaluation of MAX safety data, the analysis of reliability and failure data, and/or from historical safety data from other passenger bus systems.

The following chart describes the likelihood categories:

**Likelihood of Occurrence or Event**

Description	Frequency for Specific Item	Selected Frequency for Fleet/Inventory
Frequent	Likely to occur frequently	Continuously experienced
Probable	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	Unlikely but possible to occur in the life of an item	Unlikely but can be expected to occur
Improbable	So unlikely it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision maker to understand the amount of risk involved in accepting the hazard in relation to the cost (schedule, cost, operations) to reduce the hazard to an acceptable level.

Frequency	Severity			
	Catastrophic	Critical	Marginal	Negligible
Frequent	High	High	High	Medium
Probable	High	High	Serious	Medium
Occasional	High	Serious	Serious	Low
Remote	Serious	Serious	Low	Low
Improbable	Medium	Medium	Low	Low

Based on the company policy and the analysis of historical data, MAX has made the following determinations regarding risk acceptance.

Hazard Risk Index	Criteria by Index
High	Unacceptable
Serious	Undesirable (management decision)
Medium	Acceptable with management review
Low	Acceptable without management review

The Safety Training Coordinator and Chief Safety Officer will schedule safety risk assessment activities on the MAX Safety Committee agenda and prepare a Safety Risk Assessment Package. This package is distributed at least one week in advance of the MAX Safety Committee meeting. During the meeting, the Safety Training Coordinator and Chief Safety Officer review the hazard, and its consequence(s) and review available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Safety Training Coordinator and Chief Safety Officer may request support from members of the MAX Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Safety Training Coordinator and Chief Safety Officer will facilitate completion of relevant sections of the report using the Safety Risk Assessment Matrix with the MAX Safety Committee. The Safety Training Coordinator and Chief Safety Officer will document the MAX Safety Committee's safety risk assessment, including hazard rating, acceptance of the potential consequences of the hazard, and mitigation options for each assessed safety hazard. The Safety Training Coordinator will maintain a file on MAX Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and the completed reports for a period of three years from the date of generation.

### Safety Risk Mitigation

The Safety Training Coordinator and Chief Safety Officer review current methods of safety risk mitigation, considers guidance provided by FTA and guidelines provided by the CDC and MIDHHS to prevent or control exposure to infectious diseases and to establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the MAX Safety Committee. MAX can reduce safety risks by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. The Safety Training Coordinator and Chief Safety Officer track and update safety risk mitigation information and make the reports available to the MAX Safety Committee during quarterly meetings and to MAX staff upon request. The Safety Training Coordinator and Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented. The follow-up actions will be implemented as follows.

**Unacceptable:** The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.

**Undesirable:** A hazard at this level of risk must be mitigated unless the Executive Director or Chief Safety Officer issues a documented decision to manage the hazard until resources are available for full mitigation.

**Acceptable with Review:** The Safety Training Coordinator and Chief Safety Officer must determine if the hazard is adequately controlled or mitigated as is.

**Acceptable without Review:** The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

### Risk Reduction Program

- The Safety Training Coordinator is required to provide adequate training to reduce vehicular and pedestrian incidents involving buses. Training will include measures to reduce visibility impairments for bus operators that contribute to incidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments
- The Safety Training Coordinator will ensure assaults on transit workers are investigated and mitigated. The Safety Committee must consider deployment of assault mitigation infrastructure and technology on transit vehicles and in transit facilities. Assault mitigation infrastructure and technology includes barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators. Additional mitigation infrastructure such as driver enclosures or barriers will be proposed, if a risk analysis performed by the safety committee determines they would reduce assaults and injuries to transit workers.

## Chapter 6: Safety Assurance

### Safety Performance Monitoring and Measurement

Through our Safety Assurance process, MAX will consider safety concerns identified through all Safety Assurance activities as a source for hazard identification. MAX will also:

- Evaluate compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control safety risk
- Assess the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended.
- Requiring investigations into safety events to identify causal factors
  - Organizational factors – Elements of MAX policy and procedures that may have contributed to the safety event.
  - Equipment and infrastructure factors – Failures in functioning of vehicles or other technological components of the MAX system that contributed to a safety event.
  - Environmental factors – Characteristics of the environment in which the people and vehicles were operating that contributed to the safety event.
  - Outside factors – The larger context in which MAX is operating, where factors outside the control of MAX contributed to the safety event.
- Analyze information from safety reporting, including data about safety failures, defects, or conditions

MAX has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits and informal inspections
- Regular review of onboard camera footage to assess accidents and incidents
- Safety surveys
- Employee Safety Reporting Program
- Investigation of safety occurrences
- Data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance

Results from the above processes are compared against recent performance trends quarterly and annually by the Safety Training Coordinator to determine where action needs to be taken. The Chief Safety Officer is notified of any identified non-compliant or ineffective activities, including mitigations. This information is taken back into the Safety Risk Management process for reevaluation by the MAX Safety Committee. This information may also be utilized to impact operational and budget decisions.

### Monitoring for Ineffective, Inappropriate, or Unimplemented Safety Risk Mitigations

MAX monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will make use of existing processes and activities before assigning new information collection activities.

The Chief Safety Officer, Safety Training Coordinator, and MAX Safety Committee review the performance of individual safety risk mitigations during quarterly meetings based on the reporting schedule determined for each mitigation and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the MAX Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer and Safety Training Coordinator will approve or modify this proposed course of action and oversee its execution.

The Chief Safety Officer, Safety Training Coordinator, and MAX Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from incident, and occurrence investigations
- Monitoring employee safety reporting

- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns

The Safety Training Coordinator works with the MAX Safety Committee, Chief Safety Officer, and Accountable Executive to carry out and document all monitoring activities.

### Safety Investigations

Any occurrence involving a passenger, while under the care, custody, and control of MAX, is considered an incident. Any contact between a MAX vehicle and another person, vehicle, or object while under the care, custody, and control of MAX is considered an incident, whether there was damage or injury.

All incidents, regardless of severity, will be investigated by MAX staff. The investigation will include law enforcement assistance, if needed, photos/camera footage, accident/incident report, fault determination, incident tracking and retraining when necessary.

MAX will maintain documented procedures for conducting safety investigations of events (incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. MAX will maintain all documentation of the investigation policies, processes, forms, checklists, activities, and results. Documentation of the following information for each incident is expected:

- Whether the incident was preventable or non-preventable
- Personnel requiring discipline or retraining
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event
- The incident appears to involve underlying organizational causal factors beyond just individual employee behavior

Elimination of preventable injuries and collisions is our number one goal. Employees are expected to follow MAX requirements for safety event investigations.

The Safety Training Coordinator maintains all documentation of MAX documentation of MAX's investigation policies, processes, forms, checklists, activities, and results. As detailed in MAX's procedures, an investigation report is prepared and sent to the MAX Safety Committee for integration into their analysis of the event at each quarterly meeting.

MAX will hold monthly staff meetings to discuss concerns and progress in safety and safety-related concerns. Recommendations are considered, and necessary changes implemented. All complaints are addressed immediately.

### Internal Safety Reporting Program Monitoring

The MAX Safety Management Team routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels, including safety incident reporting software. When necessary, the Safety Training Coordinator and MAX Safety Committee ensure the concerns are investigated or analyzed through the Safety Risk Management process.

The Safety Training Coordinator and MAX Safety Committee also review internal and external reports, including audits and assessments, with findings concerning safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

### Continuous Improvement

MAX will continuously assess the safety performance of the PTASP annually. If MAX identifies safety deficiencies as part of its safety performance assessment, we will develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies. During the continuous improvement process MAX will identify instances where it fails to meet a safety performance target.

## Chapter 7: Safety Promotion

### Competencies and Training

The education and training programs provided by MAX are to be a highly regimented and professionally developed program built around a curriculum featuring learning opportunities in knowledge and skills. This training applies to all employees directly responsible for safety, including, but not limited to:

- Vehicle operators
- Dispatchers
- Road Supervisors
- Maintenance personnel
- Managers and supervisors

Upon hire, all new employees will receive an orientation to include review of policies and procedures. Continuing training for all employees will occur at regular intervals to promote a high degree of safety, skill, performance, and morale. Retraining may be required following a leave of absence or if the need is otherwise determined by an employee's supervisor.

Various delivery mechanisms for driver training, such as classroom, multimedia presentations, closed course observation, and behind-the-wheel skill building are used to support the learning process. Learning is evaluated through written quizzes, driving tests, observation, and mentor evaluations.

Basic training requirements, including refresher training, are to be documented in the Transit Management Service Agreement, or the MAX Subrecipient/Contractor Monitoring and Oversight Procedures.

Safety related training will include:

- Safety identification and reporting training for all personnel
- New hire training for all personnel with review of PTASP Safety Policy
- Continued refresher training for all personnel
- De-escalation training for vehicle operators and all other personnel
- Classroom and on the job training for dispatchers/road supervisors
- Accident investigation training for managers and road supervisors
- Ongoing hazardous material training for all personnel
- Reasonable suspicion determination and reporting training for supervisors and managers
- Bloodborne pathogens training for all personnel
- Assault awareness training for bus operators

This training applies to all employees directly responsible for safety, including, but not limited to:

- Agency Leadership and Supervisory personnel
- Chief Safety Officer
- Accountable Executive

Agency leadership safety related training includes:

- Classroom and on-the-job training
- SMS Awareness online training
- Accident investigation training

The Chief Safety Officer will be trained, at minimum, in

- Reasonable Suspicion Determination and Reporting
- OSHA requirements

MAX's Accountable Executive, agency leadership, and Chief Safety Officer must complete FTA's SMS Awareness online training.



### Safety Communication

MAX has established and is maintaining a culture that demands safe behavior at all times and is at the core of MAX's safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely. Max communicates information on hazards and safety risk relevant to employee' roles and responsibilities throughout the agency:

- As part of the new-hire training process - MAX distributes safety policies and procedures, included in the MAX Employee Handbook, to all employees.
- MAX provides training on these policies and procedures for new hires and on-going training and refresher training to the frontline employees throughout each year.
- For newly emerging issues or safety events, MAX's Safety Training Coordinator issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.

MAX's Safety Committee reviews the performance of the individual safety risk mitigations during monthly meetings, based on the reporting schedule determined for each mitigation and will determine if the specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a new course of action to modify the mitigation or take other actions to manage the safety risk. The Chief Safety officer has final say and approval for the proposed course of action and oversees its execution.

The Chief Safety Officer, Safety Training Coordinator, and Safety Committee will also monitor the MAX's operations on a large scale to help identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident and incident investigations; and
- Monitoring employee safety reporting; and
- Reviewing results from safety audits and inspections; and
- Analyzing operational and safety data to identify safety concerns.
- Developing and updating the ASP as needed to mitigate hazards

The Chief Safety Officer and Safety Training Coordinator work with the Safety Committee to carry out and document all monitoring activities.

### Safety Awareness Communications

MAX's Chief Safety Officer, Safety Training Coordinator, and other MAX Management Safety Team members will coordinate and distribute safety communication by:

- Communicating information on safety and safety performance in monthly staff reports
- Posting safety bulletins and flyers on the bulletin boards located in all administrative buildings
- Providing safety policies and procedures as part of new-hire training to all staff operators
- Issuing memos or messages to employees that are reinforced by supervisors, for newly emerging issues or safety events
- Providing targeted communications to inform employees of safety actions in response to reports submitted, including handouts and flyers, updates to bulletin boards and one-on-one talks between employees and supervisors.
- Generating system-wide participation in safety issues through positive reinforcement
- Encouraging all employees to "take ownership" for safety results
- Communicating safety policies, procedures, and processes
- Engaging executives and managers at all levels, encouraging their active participation in safety management and communication
- Sharing safety results at the individual, departmental, and project levels by celebrating success stories

## Chapter 8: Additional Information

### Supporting Documentation

Numerous standard operating procedures (SOPs), in addition to those mentioned in this plan, have been developed and incorporated into operational practices at MAX. Documents are maintained for three years after they are created and are made available upon request by FTA or MDOT.

The SOPs have been designed to create operational consistency, increase awareness of risks and hazards, and provide easily duplicated processes for identifying and mitigating the risks associated with providing transit services.

### Definitions of Terms

MAX incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

**Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the PTASP of a public transportation agency. This individual is responsible for carrying out the agency's Transit Asset Management Plan, the control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

**Accident/Incident** means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Event** means any Incident, or Occurrence.

**Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

**Safety Investigation** means the process of determining the causal and contributing factors of an incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

**National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

**Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.

**Performance Measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

**Performance Target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time-period required by the FTA.

**Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

**Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.

**Risk Mitigation** means a method or methods to eliminate or reduce the effects of hazards.

**Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.

**Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety Performance Target** means a performance target related to safety management activities.

**Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety Risk Assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

**Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

**Serious Injury** means any injury which:

- (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received.
- (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses).
- (3) Causes severe hemorrhages, nerve, muscle, or tendon damage.
- (4) Involves any internal organ; or
- (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

**Transit Agency** means an operator of a public transportation system.

**Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

List of Acronyms

Acronym	Word or Phrase
FTA	Federal Transit Administration
MACC	Macatawa Area Coordinating Council
MAX	Macatawa Area Express Transportation Authority
MPO	Metropolitan Planning Organization
NTD	National Transit Database
OSHA	Occupational Safety & Health Administration
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System
SOP	Standard Operating Procedure
SRM	Safety Risk Management
VRM	Vehicle Revenue Miles

APPENDIX A

**STANDARD OPERATING PROCEDURE  
FOR BLOODBORNE INFECTIOUS DISEASE CONTROL MEASURES**

Task/Procedure: Decontamination of work surfaces/spill cleanup. Routine cleaning.

Exposure Potential: Non-intact skin exposure to blood or general exposure

Personal Protective Equipment: Disposable exam gloves.

Use: Don personal protective equipment (PPE) before performing task or procedure

Maintenance/Disinfection: Do not disinfect and reuse disposable gloves.

Disposal:

- Discard PPE in standard trash can unless saturated/dripping with blood or OPIM which requires biohazard waste disposal (red bag waste).

**Engineering Controls:** Safety-tipped scissors and sinks for handwashing.

**Work Practice Controls:**

- Wear PPE as noted above.
- Post-procedures where blood or OPIM exposure is likely/occurred: Decontaminate surfaces using approved EPA registered disinfectant or bleach wipes. Also, disinfection of surfaces may be conducted at the end of a workday.
- Dispose of bleach wipes used on surfaces in the regular trash unless saturated with blood or OPIM.
- Hands must be washed/sanitized after removal of gloves or other PPE

General work practice controls:

- Eating, drinking, smoking, applying cosmetics are prohibited in work areas where there is reasonable likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or OPIM are present.

**Management of Exposure Incidents:** Provide immediate first aid and follow post exposure follow up procedure in exposure control plan.

**Contingency Plan:** If employees determine that this SOP cannot be followed, they should stop the procedure/work activity and consult with the Safety Training Coordinator on how to proceed (e.g., use bottled water to cleanse hands during a utility outage). The Safety Training Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address the hazards identified.

## Infectious Disease Exposure Control Plan

MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY  
BLOODBORNE INFECTIOUS DISEASES EXPOSURE CONTROL PLAN  
FOR  
EMPLOYERS WITH LIMITED EMPLOYEE EXPOSURE



Note: This document is intended as a compliance guide for MIOSHA Occupational Health rule 325.70001-70018, Bloodborne Infectious Diseases. This guide does not substitute for a full reading of the standard. This document is provided as an informational service under the authority of Public Act 154 of 1974. Its purpose is to aid in the development of written programs related to bloodborne infectious diseases. This program is designed to be adapted to each individual employer's need; forms should be shortened, expanded, or duplicated as needed.



This plan is provided as a guide to assist employers who have a nurse or a small first aid team and perform occasional limited medical procedures resulting in limited exposures to blood or other potentially infectious material and associated waste products. Any statement retained from this guide will be considered to be in place and verifiable.

Company Name: Macatawa Area Express Transportation Authority  
 Date of Preparation: July 14, 2023\_

**EXPOSURE DETERMINATION**

The following employee job classifications at this company are Category A due to anticipated occupational exposure to blood or other potentially infectious material (OPIM), \* regardless of frequency. The exposure determination is made without regard to the use of personal protective equipment:

<u>Category "A" Job Classification</u>	<u>Task</u>
Utility Supervisor	Supervision of Utility Crew Cleaning of MAX buses and garage area
Utility Crew Worker	Cleaning of MAX buses and garage area
Road Supervisor	Supervises Bus Operators, bus services on the road, passenger assistance & real-time complaints, frontline accident/incident. Public Interaction
Bus Operator	Operation of MAX revenue vehicles Public interaction
Building & Grounds Manager/Supervisor	Maintains MAX building & grounds. Cleaning of MAX facilities
Building & Grounds Crew Worker	Maintains MAX building & grounds. Cleaning of MAX facilities

**Compliance Methods**

Standard precautions will be observed at this company in the provision of first aid, the removal of sharps and waste from the first aid station, and the housekeeping of any first aid area in order to prevent contact with blood or OPIM. All blood and OPIM will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls are limited to handwashing and housekeeping practices. (Also, see Needles, page 3). Where scissors are used in a medical procedure and become contaminated, they are classified as a contaminated sharp and discarded in approved sharps container or decontaminated.

*\*Other potentially infectious materials include A) semen, B) vaginal secretions, C) amniotic fluid, D) cerebrospinal fluid, E) peritoneal fluid, F) pleural fluid, G) pericardial fluid, H) synovial fluid, I) saliva in dental procedures, J) any bodily fluid that is visibly contaminated with blood, K) all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Urine, feces, and vomit are not considered OPIM except in cases (J) or (K).*

Handwashing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. MIOSHA requires that these facilities be readily accessible after incurring exposure. At this company, handwashing facilities are located:

- Depot restrooms
- Greenway restrooms
- Eye washing stations are located at the Depot and Greenway garage.

Upon providing first aid or incurring exposures when handwashing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with a clean cloth/paper towel or antiseptic towelettes. If these alternatives are used, then the hands are to be washed with soap and running water as soon as feasible.

After removal of personal protective gloves, employees shall wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as soon as feasible following contact.

### **Needles**

Needles are used in this company. If used, they must not be recapped unless required by a medical procedure, must not be bent, or broken and must be disposed of in a labeled, closeable, leakproof, puncture-resistant container.

### **Work Area Restrictions**

In work areas (i.e., Bus garage, the Depot, Bus Shelters, Buses) where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

### **Personal Protective Equipment**

All first aid personal protective equipment used in patient treatment, first aid or housekeeping involving blood or OPIM at this company will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Protective clothing will be provided to first aid and housekeeping employees involved in first aid in the following manner:

- Gloves are provided to drivers at the driver check-in area at Greenway.
- All other PPE is locked, and access is given to the Utility Supervisor and Road Supervisors.
- Responsibility of distribution and maintaining inventory of PPE items.



The following PPE is used in this company:

Personal Protective Equipment	Task
Gloves	Cleaning and handling potential OPIM.
Gowns	Used when fogging buses.
Fluid-proof aprons	Used when handling toxic fluids (DEF fluid)
Face shields or mask and eye protection	Used when fogging and filling DEF, also used for bodily fluid spills
Other ventilation devices	Respirators are used when fogging the buses.

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All personal protective equipment will be removed prior to leaving the work area. If visibly contaminated, the equipment shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

The following procedure has been developed to facilitate leaving the equipment at the work area:

- Depot – Red disposal container for biohazard material in the utility closet.
- Greenway – Red disposal container for biohazard material in lane #1 in the garage by the eyewash station.

If an employee were to have another person's blood or OPIM splash or soak their clothing, they would remove the contaminated clothing as soon as possible. This clothing would be laundered at the employer's expense. The clothing would be identified as contaminated and any employee, of any employer, exposed to it would be notified and protected from exposure.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available at the driver check-in station or from the Utility Supervisor.

Disposable gloves used at this company are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

**Housekeeping**

First aid stations and areas involved in a first aid incident will be cleaned and decontaminated according to the following schedule:

1. Bus, service vehicle, or facility are involved are cleaned first.
2. The garage floor or surrounding area of spill is cleaned next.
3. Restrooms (wash up area) are cleaned last.

Decontamination will be accomplished by utilizing the following materials:

- Bleach and water solution between 1:100 and 1:10 is used, it must be prepared on an as needed basis. Note: Bleach loses its disinfectant quality when stored in water.
- EPA registered cleaning products
- Disposable towels
- Disposable gloves

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or OPIM materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

### **Regulated Waste Disposal**

All bins, pails, cans, and similar receptacles for regulated waste disposal in the first aid station or any area normally involved in first aid shall be appropriately colored or labeled as containing biohazards and shall be inspected, emptied, and decontaminated on a regularly scheduled basis. Note: Disposal of feminine hygiene products and bandages or Kleenex used in self-administered first aid (bloody nose, small cut) are not considered regulated waste and will be disposed of in the normal waste stream. List location of designated biohazard disposal containers and areas:

- Depot – Red disposal container for biohazard material in the utility closet.
- Greenway – Red disposal container for biohazard material in lane #1 in the garage by the eyewash station

### **Standard Operating Procedures**

Standard operating procedures (S.O.P.'s) provide guidance and information on the anticipated first aid tasks assigned to our employees. They will be based on the form found in Appendix A and will be utilized in employee training.

### **Contingency Plans**

Where circumstances can be foreseen in which recommended standard operating procedures could not be followed, the employer shall prepare contingency plans for employee protection, incident investigation and medical follow-up. See Appendix A.

### **Hepatitis B Vaccine**

#### **\*HBV Vaccination Option for Employers with employees trained to render first aid Category A employees:**

According to OSHA and MIOSHA policies, an employer may elect to postpone offering and administering the HBV vaccine series to Category A designated first aid trained employees if the following conditions exist:

- The primary job assignment of the first aid provider is not the rendering of first aid.
- Any first aid rendered by such persons is rendered only as a collateral duty, responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.
- Full training and personal protective equipment shall be provided to these employees.
- Provision for a reporting procedure that ensures that all first aid incidents involving the presence of blood or OPIM will be reported to the employer before the end of the work shift during which the first aid incident occurred. The report must include the names of all first aid providers who rendered assistance, regardless of whether personal protective equipment was used and must describe the first aid incident, including the time and date. The description must include a determination of whether or not, in addition to the presence of blood or OPIM, an exposure incident, as defined in the standard.
- Provision for the full HBV vaccination series is to be made available as soon as possible, but no later than 24 hours following an event, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or OPIM regardless of whether or not a specific "exposure incident," as defined by the standard, has occurred.

- In the event of a Bonafede exposure incident, the portion of the standard relating to post-exposure evaluation and follow-up would apply.

These conditions exist at Macatawa Area Express:

We elect to postpone offering the HBV vaccine series to our designated first aid responder employees until a blood incident occurs.

**\*Note:** *The above HBV vaccine exception does not apply to designated first aid providers who render assistance on a regular basis, for example, at a first aid station, clinic, dispensary, or other location where injured employees routinely go for assistance; nor does it apply to any healthcare, emergency, or public safety personnel who are expected to render first aid in the course of their work. These employees must be offered the vaccine prior to exposure.*

### **Post-Exposure Evaluation and Follow-Up**

When an employee experiences an exposure incident, it must be reported to the Road Supervisor on duty, and the Safety Training Coordinator.

All employees who experience an exposure incident will be offered post-exposure evaluation and follow-up by a licensed physician in accordance with Centers for Disease Control and Prevention guidelines as specified in MIOSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

Employers may need to modify this provision in accordance with applicable local laws on this subject.

- The employee will be offered the option of having their own blood collected for testing of their HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status.
- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service in consultation with a licensed healthcare professional.
- The employee will be given appropriate, confidential counseling concerning precautions to take during the period after the exposure incident. Counseling on risk reduction and the risks and benefits of HIV testing. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The following person(s) has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy:
  - Deputy Director
  - Operations Manager
  - Safety Training Coordinator

### Interaction with Health Care Professionals

An employer shall ensure that the health care professional who is responsible for the hepatitis B vaccination is provided with a copy of these rules and appendices. A written opinion shall be obtained from the health care professional who evaluates the employees of this facility. Written opinions will be obtained in the following instances:

- 1) When the employee is sent to obtain the Hepatitis B vaccine.
- 2) Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their written opinions to:

1) Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.

2) A statement that the employee has been informed of the results of the evaluation, and;

3) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note: The written opinion to the employer is not to reference any personal medical information.)

### Training

Training for all Category A employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner and include training and explanations of:

- The MIOSHA standard for Bloodborne Infectious Disease
- Epidemiology and symptomatology of bloodborne diseases
- Modes of transmission of bloodborne pathogens
- This Exposure Control Plan, (i.e., points of the plan, lines of responsibility, how the plan will be implemented, access to the plan, etc.)
- Procedures which might cause exposure to blood or other potentially infectious materials at this facility.
- Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials.
- Personal protective equipment is available at this facility and who should be contacted concerning its use.
- Post Exposure evaluation and follow-up
- Signs and labels used at the facility.
- Hepatitis B vaccine program at the facility

Training sessions shall afford employees ample opportunity for discussion and the answering of questions by a knowledgeable trainer.

Employers should list here if training will be conducted using videotapes, written material, etc. Also, the employer should indicate who is responsible for conducting the training:

All Category A employees will receive annual refresher training.

*Note: This training is to be conducted within one year of the employee's previous training.*

**Recordkeeping**

This company shall establish and maintain a record for each employee with occupational exposure to include:

- Name
- Social Security Number
- Hepatitis B vaccine from status
- A copy of all results of examinations, medical testing, and follow-up procedures required as part of vaccinations and postexposure follow-up. - Employer shall ensure record confidentiality
- Kept for duration of employment plus 30 years.

**Training Records:**

- Date(s)
- Summary of Contents
- Names and qualifications of trainers
- Names and job titles of all trainees
- Maintain records for three (3) years.

Records for this company shall be kept by Human Resources.

Annual reviews:    Date: \_\_\_\_\_    Performed by: \_\_\_\_\_  
  Date: \_\_\_\_\_    Performed by: \_\_\_\_\_  
  Date: \_\_\_\_\_    Performed by: \_\_\_\_\_

APPENDIX B

**Organization and Address:**

Macatawa Area Express Transportation Authority  
171 Lincoln Ave  
Holland, MI 49423  
616-355-1010

HEPATITIS B

Vaccination Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Print Name: \_\_\_\_\_ Job Classification: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX C

**Organization and Address:**

Macatawa Area Express Transportation Authority  
171 Lincoln Ave  
Holland, MI 49423  
616-355-1010

Transit Worker Assault Awareness Training

I have received training through the Assault Awareness and Prevention for Transit Workers course. This course provides transit bus operators with prevention strategies necessary to reduce the likelihood of assault incidents.

Print Name: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX D

EMPLOYEE REPORT OF UNSAFE CONDITION

Department \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Time: \_\_\_\_\_

*LOCATION AND DESCRIPTION OF UNSAFE HAZARDOUS CONDITION:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reported by (Optional): \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

*For Official Use Only – Do Not Write Below This Line*

Date Investigated: \_\_\_\_\_ Time Investigated: \_\_\_\_\_

Findings of Investigation: \_\_\_\_\_  
\_\_\_\_\_

*Explanations of the form's categories follow on page 2.*

**CATEGORY OF HAZARD**

- \_\_\_\_ High Severity
- \_\_\_\_ Serious Severity
- \_\_\_\_ Medium Severity
- \_\_\_\_ Low Severity

**ACTION TAKEN**

- \_\_\_\_ Handle as Work Order
- \_\_\_\_ Refer to Safety Committee
- \_\_\_\_ Not Found to Be a Hazard
- \_\_\_\_ Employee Notified

**OTHER ACTION TAKEN (Describe)**

\_\_\_\_\_  
\_\_\_\_\_

Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up:

Date Corrective Work Was Completed: \_\_\_\_\_

Date Action Taken by Safety Committee: \_\_\_\_\_



GUIDELINES FOR FILLING OUT THE REPORT OF SMS SAFETY/HAZARD UNSAFE CONDITION

Explanations of the form categories are as follows:

Severity of Hazard:

High Severity	Hazard which is likely to serious injury, death or major damage to facility or complete disruption of operations. Must be corrected IMMEDIATELY.
Serious Severity	Likely to cause lost-time injury or damage to facility that could limit or prohibit its use, or temporarily disrupt operations because of major equipment loss.
Medium Severity	Likely to cause non-disability injury, limited damage to facility that would disrupt activities in immediate area or require changes in activities due to equipment loss.
Low Severity	Code Violations: not likely to cause injury but which could cause minor damage to facilities or non-essential equipment.

## APPENDIX E

**MAX Five (5) Year Safety Performance Statistics**

The Public Transportation Agency Safety Plans (PTASP) regulation, at 49 CFR part 673 (part 673), requires the Agency Safety Plan (ASP) of each transit agency subject to the regulation to include annual safety performance targets (SPTs) based on the safety performance measures established in the National Public Transportation Safety Plan (National Safety Plan) (§ 673.11(a)(3)). Transit agencies use SPTs to monitor and assess the safety performance of their public transit systems.

On April 10, 2024, FTA published an update to the National Safety Plan to address requirements in the Bipartisan Infrastructure Law, enacted as the Infrastructure Investment and Jobs Act (Public Law 117-58).<sup>1</sup> The updated National Safety Plan establishes performance measures for ASPs to improve the safety of public transportation systems that receive Federal financial assistance from FTA.

Each transit agency subject to the PTASP regulation must revise its ASP to address the new safety performance measures defined by the National Safety Plan, including documenting required SPTs, during the next annual review and update cycle identified in its ASP. State Safety Oversight agencies may establish additional requirements for rail transit agencies under their jurisdiction.

**FTA Safety Performance Measures for All Agencies Subject to PTASP Regulation April 2024**

1	Measure 1a:	Major Events
2	Measure 1b:	Major Event Rate
3	Measure 1.1:	Collision Rate (new)
4	Measure 1.1.1:	Pedestrian Collision Rate (new)
5	Measure 1.1.2:	Vehicular Collision Rate (new)
6	Measure 2a:	Fatalities
7	Measure 2b:	Fatality Rate
8	Measure 2.1:	Transit Worker Fatality Rate (new)
9	Measure 3a:	Injuries
10	Measure 3b:	Injury Rate
11	Measure 3.1:	Transit Worker Injury Rate (new)
12	Measure 4a:	Assaults on Transit Workers (new)
13	Measure 4b:	Rate of Assaults on Transit Workers (new)
14	Measure 5:	System Reliability

Macatawa Area Express Safety Performance Measures 2020-2024

YEAR	MODE OF SERVICE - DEMAND RESPONSE	1a. MAJOR EVENTS	1b. MAJOR EVENT RATE	TOTAL COLLISIONS	1.1 COLLISION RATE	TOTAL PEDESTRIAN COLLISIONS	1.1.1 PEDESTRIAN COLLISION RATE	TOTAL VEHICULAR COLLISIONS	1.1.2 VEHICULAR COLLISION RATE	2a. TOTAL FATALITIES	2b. FATALITY RATE	2.1 TRANSIT WORKER FATALITY RATE	NOC SAFETY EVENTS	3a. TOTAL INJURIES	3b. INJURY RATE	TOTAL TRANSIT WORKER INJURIES	3.1 TRANSIT WORKER INJURY RATE	4a. TOTAL ASSAULTS ON TRANSIT WORKERS	4b. RATE OF ASSAULTS ON TRANSIT WORKERS	5. SYSTEM RELIABILITY	VEHICLE REVENUE MILES (VRM)
2020	DR	1	0.000003	1	0.000003	0	0	1	0.000003	0	0	0	0	0	0	0	0	0	0	18,205	364,101
2021	DR	0	0.000003	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,619	293,030
2022	DR	1	0.000003	1	0.000003	0	0	1	0.000003	0	0	0	0	1	0.000003	1	0.000003	0	0	6,491	292,084
2023	DR	2	0.000007	2	0.000007	0	0	2	0.000007	0	0	0	2	2	0.000007	1	0.000003	0	0	10,413	291,559
2024	DR	2	0.000009	1	0.000004	0	0	1	0.000004	0	0	0	1	1	0.000004	1	0.000004	1	0.000004	15,983	335,634
YEAR	MODE OF SERVICE - FIXED ROUTE	1a. MAJOR EVENTS	1b. MAJOR EVENT RATE	TOTAL COLLISIONS	1.1 COLLISION RATE	TOTAL PEDESTRIAN COLLISIONS	1.1.1 PEDESTRIAN COLLISION RATE	TOTAL VEHICULAR COLLISIONS	1.1.2 VEHICULAR COLLISION RATE	2a. TOTAL FATALITIES	2b. FATALITY RATE	2.1 TRANSIT WORKER FATALITY RATE	NOC SAFETY EVENTS	3a. TOTAL INJURIES	3b. INJURY RATE	TOTAL TRANSIT WORKER INJURIES	3.1 TRANSIT WORKER INJURY RATE	4a. TOTAL ASSAULTS ON TRANSIT WORKERS	4b. RATE OF ASSAULTS ON TRANSIT WORKERS	5. SYSTEM RELIABILITY	VEHICLE REVENUE MILES (VRM)
2020	MB	1	0.00001	1	0.00001	0	0	1	0.00001	0	0	0	0	0	0	0	0	0	0	11,193	100,738
2021	MB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,105	275,214
2022	MB	2	0.000006	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,128	324,109
2023	MB	2	0.000006	2	0.000006	0	0	2	0.000006	0	0	0	7	8	0.000002	2	0.000006	3	0.000009	11,748	328,935
2024	MB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,227	340,774

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)  
ACKNOWLEDGEMENT OF RECEIPT FORM

Macatawa Area Express Transportation Authority  
Public Transportation Safety Plan  
2024 Version 8

I have received a copy of the Macatawa Area Express Transportation Authority Public Transportation Agency Safety Plan.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**TO:** MAX Authority Board  
**FROM:** Kait Riegling, Procurement Coordinator/Grant Specialist **KRR**  
**RE:** TIP Call for Projects FY 2026 – FY 2029  
**MEETING DATE:** February 24, 2025

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Staff recommends Board approval of attached resolution in support of project nominations for Congestion Mitigation and Air Quality (CMAQ) funding for inclusion in the FY 2026-2029 Transportation Improvement Program (TIP).

During the meeting of October 7, 2024 Staff reviewed the capital expenditures planned for the fiscal years 2026 – 2029 and discussed how CMAQ funds will be enable MAX to replace the 15 buses and 4 transit vans, eligible for replacement that are required to maintain a State of Good Repair (SGR) as required by FTA.

**RESOLUTION  
REPLACEMENT OF ADMINISTRATIVE VEHICLE  
& SIX (6) REPLACEMENT BUSES (SP1101 <30 FOOT)  
CONGESTION MITIGATION AIR QUALITY (CMAQ) FUNDS**

WHEREBY MAX is scheduled to replace four (4) medium duty buses during the year 2026; four (4) small duty cutaway buses and four (4) transit vans during 2027; and four (4) small cutaway buses during the year 2027; two (2) small cutaway buses and five (5) medium duty buses during the year 2029, and

WHEREBY MAX is required by the Federal Transit Authority (FTA) to manage the Transit Asset Management (TAM) Plan and maintain a State of Good Repair (SGR) in order to meet regional performance measures for transit vehicles and facilities, and

WHEREBY MAX has submitted the regional Transit Asset Management Plan to the FTA, as required,

BE IT RESOLVED, the Macatawa Area Express (MAX) Transportation Authority hereby resolves to seek federal transportation funds from the Macatawa Area Coordinating Council in the amount of \$613,343 for the purpose of purchasing two (2) buses that are eligible for replacement in the years 2027 and 2028.

The members of the Macatawa Area Express (MAX) Transportation Authority Board hereby direct MAX Staff to submit nominations for the projects mentioned above.

**ADOPTED** this the 24<sup>th</sup> day of February 2025

Board Chair \_\_\_\_\_

# MEMO

## Board Action Item

Date: February 24, 2025

To: Macatawa Area Express Authority Board

From: Recruitment Selection Committee: Russ TeSlaa Board Chairman, Jason Latham Treasurer, Meika Weiss Board Secretary, Beth Higgs Interim Director

Re: Executive Director Position - Candidate Selection

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In November 2024, MAX engaged the services of Yeo and Yeo HR Consultants, formerly known as Amy Cell Talent, to assist in the search for our new Executive Director. The position was advertised internally, as well as across several national job boards to cast a wide net. This search attracted 51 candidates, leading to the selection of eight viable candidates who were reviewed by the selection committee. After careful consideration, four candidates were invited to the first round of virtual interviews. Following these interviews, three candidates were invited for in-person interviews during the week of February 10.

After a thorough evaluation, which included interviews, reference checks, and assessments, we are confident that Ryan Novotny has the skills, experience, and leadership style to lead our organization into the next phase of growth and success.

### **Candidate Overview:**

- **Name:** Ryan Novotny
- **Experience:** Ryan brings more than a decade of experience in the transit industry. Over the course of his 10 years at Charlevoix County Transit, he held leadership positions, including Transit Coordinator and Executive Director. In these roles, he collaborated extensively with MDOT on budget and planning initiatives, which has provided him with in-depth knowledge and expertise in the field.
- **Other achievements:** Board Member of MASSTrans, Board Member for Leadership Charlevoix County, Member of the Frontline Training Planning Committee, Member of the Michigan Small Bus Specification Committee, and CTAA Certified Transportation Supervisor.

### **Rationale for Selection:**

After careful consideration of all candidates, we believe Ryan brings the following strengths to the Executive Director role:

- Proven leadership in the transportation industry
- Excellent communication and team-building skills
- A deep understanding of our goals and objectives

**Next Steps:**

Upon approval, we will move forward with finalizing the terms of the employment contract and preparing for a seamless transition. We are confident that Ryan will be an outstanding addition to our team and will help to further the mission and objectives of MAX.

**Board Action**

The Recruitment Selection Committee requests that the Board approve Ryan Novotny as the Executive Director of Macatawa Area Express.



Macatawa Area Express Ridership by Government Unit

Fiscal Year	Fixed Route												Reserve-A-MAX													
	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.	Auxiliary	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.	Auxiliary	%		
Oct-22	13,577	7,232	53	5,146	38	1,199	9	0	0	0	0	0	3,476	1,836	53	1,224	35	187	5	25	1	204	6	0	0	
Nov-22	13,699	7,158	52	5,363	39	1,178	9	0	0	0	0	0	3,166	1,442	46	1,223	39	170	5	27	1	229	7	75	2	
Dec-22	13,106	6,988	53	5,109	39	1,009	8	0	0	0	0	0	2,811	1,277	45	1,136	40	181	6	15	1	202	7	0	0	
Jan-23	14,448	7,799	54	5,397	37	1,252	9	0	0	0	0	0	3,100	1,446	47	1,205	39	198	6	24	1	227	7	0	0	
Feb-23	12,881	6,685	52	5,064	39	1,132	9	0	0	0	0	0	2,973	1,387	47	1,176	40	180	6	25	1	205	7	0	0	
Mar-23	14,950	7,753	52	6,043	40	1,154	8	0	0	0	0	0	3,401	1,529	45	1,446	43	178	5	25	1	223	7	0	0	
Apr-23	12,838	6,435	50	5,469	43	934	7	0	0	0	0	0	2,825	1,272	45	1,210	43	137	5	19	1	187	7	0	0	
May-23	14,247	7,070	50	5,968	42	1,209	8	0	0	0	0	0	3,042	1,342	44	1,290	42	148	5	47	2	215	7	0	0	
Jun-23	15,211	8,066	53	6,012	40	1,133	7	0	0	0	0	0	2,968	1,371	46	1,200	40	136	5	40	1	221	7	0	0	
Jul-23	13,377	7,081	53	5,290	40	1,006	8	0	0	0	0	0	2,615	1,220	47	1,011	39	127	5	39	1	218	8	0	0	
Aug-23	16,165	8,368	52	6,571	41	1,226	8	0	0	0	0	0	3,079	1,510	49	1,149	37	144	5	40	1	236	8	0	0	
Sep-23	15,164	7,810	52	6,046	40	1,308	9	0	0	0	0	0	2,870	1,375	48	1,114	39	158	6	40	1	183	6	0	0	
<b>Total</b>	<b>169,663</b>	<b>88,445</b>	<b>52</b>	<b>67,478</b>	<b>40</b>	<b>13,740</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,326</b>	<b>17,007</b>	<b>47</b>	<b>14,384</b>	<b>40</b>	<b>1,944</b>	<b>5</b>	<b>366</b>	<b>1</b>	<b>2,550</b>	<b>7</b>	<b>75</b>	<b>0</b>	
Oct-23	16,417	8,680	53	6,472	39	1,265	8	0	0	0	0	0	3,306	1,505	46	1,305	39	182	6	41	1	273	8	0	0	
Nov-23	15,320	8,244	54	5,972	39	1,104	7	0	0	0	0	0	3,335	1,430	43	1,282	38	210	6	45	1	275	8	93	3	
Dec-23	14,480	7,812	54	5,730	40	938	6	0	0	0	0	0	3,088	1,398	45	1,232	40	182	6	40	1	236	8	0	0	
Jan-24	15,066	8,435	56	5,587	37	1,044	7	0	0	0	0	0	3,517	1,650	47	1,377	39	198	6	39	1	253	7	0	0	
Feb-24	16,760	9,349	56	6,204	37	1,207	7	0	0	0	0	0	3,524	1,608	46	1,373	39	206	6	41	1	296	8	0	0	
Mar-24	16,770	9,450	56	6,151	37	1,169	7	0	0	0	0	0	3,754	1,713	46	1,474	39	199	5	42	1	326	9	0	0	
Apr-24	17,290	9,673	56	6,541	38	1,076	6	0	0	0	0	0	3,957	1,841	47	1,537	39	208	5	52	1	319	8	0	0	
May-24	18,258	8,736	48	6,540	36	1,077	6	0	0	0	0	1,905	4,148	1,983	48	1,521	37	261	6	60	1	323	8	0	0	
Jun-24	15,415	8,529	55	6,035	39	851	6	0	0	0	0	0	3,783	1,834	48	1,402	37	237	6	52	1	258	7	0	0	
Jul-24	17,148	9,119	53	7,053	41	976	6	0	0	0	0	0	3,832	1,855	48	1,395	36	229	6	50	1	303	8	0	0	
Aug-24	17,507	9,054	52	7,438	42	1,015	6	0	0	0	0	0	3,933	1,903	48	1,440	37	250	6	46	1	294	7	0	0	
Sep-24	16,844	8,504	50	6,836	41	1,049	6	0	0	0	0	455	3,938	1,814	46	1,594	40	219	6	34	1	277	7	0	0	
<b>Total</b>	<b>197,275</b>	<b>105,585</b>	<b>54</b>	<b>76,559</b>	<b>39</b>	<b>12,771</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,360</b>	<b>44,115</b>	<b>20,534</b>	<b>47</b>	<b>16,932</b>	<b>38</b>	<b>2,581</b>	<b>6</b>	<b>542</b>	<b>1</b>	<b>3,433</b>	<b>8</b>	<b>93</b>	<b>0</b>	
Oct-24	19,648	10,051	51	8,175	42	1,422	7	0	0	0	0	0	4,729	2,099	44	1,910	40	284	6	58	1	378	8	0	0	
Nov-24	17,707	9,225	52	7,293	41	1,189	7	0	0	0	0	0	4,322	2,006	46	1,700	39	192	4	50	1	252	6	122	3	
Dec-24	17,017	9,081	53	6,901	41	1,035	6	0	0	0	0	0	4,139	1,993	48	1,629	39	221	5	43	1	253	6	0	0	
Jan-25	16,273	8,748	54	6,570	40	955	6	0	0	0	0	0	4,459	2,112	47	1,748	39	268	6	51	1	280	6	0	0	
Feb-25	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	###
Mar-25	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	###
Apr-25	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	###
May-25	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	###
Jun-25	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	###
Jul-25	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	###
Aug-25	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	###
Sep-25	0	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	0	###	###
<b>Total</b>	<b>70,645</b>	<b>37,105</b>	<b>53</b>	<b>28,939</b>	<b>41</b>	<b>4,601</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,649</b>	<b>8,210</b>	<b>47</b>	<b>6,987</b>	<b>40</b>	<b>965</b>	<b>5</b>	<b>202</b>	<b>1</b>	<b>1,163</b>	<b>7</b>	<b>122</b>	<b>1</b>	

**Macatawa Area Express Ridership by Government Unit**

Fiscal Year	Twilight Fixed Route					Night Owl										Total												
	Total Rides	City of Holland	%	Holland Twp.	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Total Rides	City of Holland	%	Holland Twp.	%	City of Zeeland	%	Zeeland Twp.	%	Park Twp.	%	Auxiliary	%	
Oct-22	0	0	###	0	###	373	174	47	149	40	49	13	1	0	17,426	9,242	53	6,519	37	1,435	8	26	0	204	1	0	0	
Nov-22	0	0	###	0	###	375	172	46	153	41	49	13	1	0	17,240	8,772	51	6,739	39	1,397	8	28	0	229	1	75	0	
Dec-22	0	0	###	0	###	304	151	50	108	36	45	15	0	0	16,221	8,416	52	6,353	39	1,235	8	15	0	202	1	0	0	
Jan-23	0	0	###	0	###	339	156	46	129	38	47	14	7	2	17,887	9,401	53	6,731	38	1,497	8	31	0	227	1	0	0	
Feb-23	0	0	###	0	###	334	165	49	121	36	43	13	5	1	16,188	8,237	51	6,361	39	1,355	8	30	0	205	1	0	0	
Mar-23	0	0	###	0	###	368	162	44	144	39	56	15	6	2	18,719	9,444	50	7,633	41	1,388	7	31	0	223	1	0	0	
Apr-23	0	0	###	0	###	329	125	38	150	46	48	15	6	2	15,992	7,832	49	6,829	43	1,119	7	25	0	187	1	0	0	
May-23	0	0	###	0	###	312	108	35	155	50	48	15	1	0	17,601	8,520	48	7,413	42	1,405	8	48	0	215	1	0	0	
Jun-23	0	0	###	0	###	308	112	36	144	47	50	16	2	1	18,487	9,549	52	7,356	40	1,319	7	42	0	221	1	0	0	
Jul-23	0	0	###	0	###	274	97	35	145	53	32	12	0	0	16,266	8,398	52	6,446	40	1,165	7	39	0	218	1	0	0	
Aug-23	0	0	###	0	###	308	86	28	156	51	64	21	2	1	19,552	9,964	51	7,876	40	1,434	7	42	0	236	1	0	0	
Sep-23	0	0	###	0	###	289	83	29	150	52	56	19	0	0	18,323	9,268	51	7,310	40	1,522	8	40	0	183	1	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>###</b>	<b>0</b>	<b>###</b>	<b>3,913</b>	<b>1,591</b>	<b>41</b>	<b>1,704</b>	<b>44</b>	<b>587</b>	<b>15</b>	<b>31</b>	<b>1</b>	<b>209,902</b>	<b>107,043</b>	<b>51</b>	<b>83,566</b>	<b>40</b>	<b>16,271</b>	<b>8</b>	<b>397</b>	<b>0</b>	<b>2,550</b>	<b>2</b>	<b>75</b>	<b>0</b>	
Oct-23	0	0	###	0	###	320	98	31	154	48	68	21	0	0	20,043	10,283	51	7,931	40	1,515	8	41	0	273	1	0	0	
Nov-23	0	0	###	0	###	370	155	42	164	44	51	14	0	0	19,025	9,829	52	7,418	39	1,365	7	45	0	275	1	93	0	
Dec-23	0	0	###	0	###	365	131	36	185	51	49	13	0	0	17,933	9,341	52	7,147	40	1,169	7	40	0	236	1	0	0	
Jan-24	0	0	###	0	###	354	122	34	178	50	54	15	0	0	18,937	10,207	54	7,142	38	1,296	7	39	0	253	1	0	0	
Feb-24	0	0	###	0	###	367	142	39	162	44	63	17	0	0	20,651	11,099	54	7,739	37	1,476	7	41	0	296	1	0	0	
Mar-24	0	0	###	0	###	361	127	35	148	41	86	24	0	0	20,885	11,290	54	7,773	37	1,454	7	42	0	326	2	0	0	
Apr-24	0	0	###	0	###	378	111	29	160	42	107	28	0	0	21,625	11,625	54	8,238	38	1,391	6	52	0	319	1	0	0	
May-24	0	0	###	0	###	372	106	28	177	48	89	24	0	0	22,778	10,825	48	8,238	36	1,427	6	60	0	323	1	1,905	8	
Jun-24	0	0	###	0	###	391	100	26	188	48	103	26	0	0	19,589	10,463	53	7,625	39	1,191	6	52	0	258	1	0	0	
Jul-24	0	0	###	0	###	406	95	23	225	55	86	21	0	0	21,386	11,069	52	8,673	41	1,291	6	50	0	303	1	0	0	
Aug-24	0	0	###	0	###	422	117	28	207	49	98	23	0	0	21,862	11,074	51	9,085	42	1,363	6	46	0	294	1	0	0	
Sep-24	0	0	###	0	###	447	169	38	202	45	75	17	1	0	21,229	10,487	49	8,632	41	1,343	6	35	0	277	1	455	2	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>###</b>	<b>0</b>	<b>###</b>	<b>4,553</b>	<b>1,473</b>	<b>32</b>	<b>2,150</b>	<b>47</b>	<b>929</b>	<b>20</b>	<b>1</b>	<b>0</b>	<b>245,943</b>	<b>127,592</b>	<b>52</b>	<b>95,641</b>	<b>39</b>	<b>16,281</b>	<b>7</b>	<b>543</b>	<b>0</b>	<b>3,433</b>	<b>1</b>	<b>2,453</b>	<b>1</b>	
Oct-24	0	0	###	0	###	588	231	39	259	44	97	16	1	0	24,965	12,381	50	10,344	41	1,803	7	59	0	378	2	0	0	
Nov-24	0	0	###	0	###	527	218	41	223	42	86	16	0	0	22,556	11,449	51	9,216	41	1,467	7	50	0	252	1	122	1	
Dec-24	0	0	###	0	###	476	202	42	191	40	83	17	0	0	21,632	11,276	52	8,721	40	1,339	6	43	0	253	1	0	0	
Jan-25	0	0	###	0	###	577	261	45	220	38	92	16	4	1	21,309	11,121	52	8,538	40	1,315	6	55	0	280	1	0	0	
Feb-25	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Mar-25	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Apr-25	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
May-25	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Jun-25	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Jul-25	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Aug-25	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
Sep-25	0	0	###	0	###	0	0	###	0	###	0	###	0	###	0	0	###	0	###	0	###	0	###	0	###	0	###	###
<b>Total</b>	<b>0</b>	<b>0</b>	<b>###</b>	<b>0</b>	<b>###</b>	<b>2,168</b>	<b>912</b>	<b>42</b>	<b>893</b>	<b>41</b>	<b>358</b>	<b>17</b>	<b>5</b>	<b>0</b>	<b>90,462</b>	<b>46,227</b>	<b>51</b>	<b>36,819</b>	<b>41</b>	<b>5,924</b>	<b>7</b>	<b>207</b>	<b>0</b>	<b>1,163</b>	<b>1</b>	<b>122</b>	<b>0</b>	

**Historical Ridership  
FY2000-FY2024  
7,476,960**

**Historical Ridership Through  
FY2025  
7,567,422**

**MACATAWA AREA EXPRESS - MONTHLY RIDERSHIP SUMMARY**

(NOTES: Some figures calculated using non-rounded numbers. AUXILIARY ridership includes counts for non-traditional services: Tulip Time Tours, Shuttle, Kertsmarket, etc.)

**FIXED ROUTE**

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	JAN. '25	JAN. '24	% CHG.	JAN. '25	JAN. '24	% CHG.	JAN. '25	JAN. '24	% CHG.
ROUTE 1	2,661	2,276	16.9%	123.7	103.5	19.5%	46.8	0.0	#DIV/0!
ROUTE 2	2,330	1,876	24.2%	109.9	85.3	28.8%	33.3	0.0	#DIV/0!
ROUTE 3	1,630	1,466	11.2%	81.5	66.6	22.4%	0.0	0.0	#DIV/0!
ROUTE 4	1,821	1,631	11.6%	91.1	74.1	22.9%	0.0	0.0	#DIV/0!
ROUTE 5	2,009	2,006	0.1%	100.5	91.2	10.1%	0.0	0.0	#DIV/0!
ROUTE 6	3,495	3,408	2.6%	161.7	154.9	4.4%	65.3	0.0	#DIV/0!
ROUTE 7	1,322	1,304	1.4%	66.1	59.3	11.5%	0.0	0.0	#DIV/0!
ROUTE 8	1,005	1,099	-8.6%	50.3	50.0	0.5%	0.0	0.0	#DIV/0!
AUXILIARY	0	0	#DIV/0!	-	-	-	-	-	-
REGULAR	10,753	9,502	13.2%	521.7	431.9	20.8%	79.8	0.0	#DIV/0!
YOUTH	1,432	897	59.6%	67.5	40.8	65.4%	20.5	0.0	#DIV/0!
SENIOR	1,825	1,721	6.0%	88.1	78.2	12.6%	16.0	0.0	#DIV/0!
ADA	2,263	2,946	-23.2%	107.4	133.9	-19.8%	29.0	0.0	#DIV/0!
<b>TOTAL</b>	<b>16,273</b>	<b>15,066</b>	<b>8.0%</b>	<b>784.6</b>	<b>684.8</b>	<b>14.6%</b>	<b>145.3</b>	<b>0.0</b>	<b>#DIV/0!</b>

CITY OF HOLLAND  
HOLLAND TWP.  
CITY OF ZEELAND  
ZEELAND TWP.  
PARK TWP.  
AUXILIARY

	TOTAL MONTHLY BOARDING		
	JAN. '25	JAN. '24	% CHG.
CITY OF HOLLAND	8,748	8,435	3.7%
HOLLAND TWP.	6,570	5,587	17.6%
CITY OF ZEELAND	955	1,044	-8.5%
ZEELAND TWP.	0	0	#DIV/0!
PARK TWP.	0	0	#DIV/0!
AUXILIARY	0	0	#DIV/0!

**RESERVE-A-MAX**

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	JAN. '25	JAN. '24	% CHG.	JAN. '25	JAN. '24	% CHG.	JAN. '25	JAN. '24	% CHG.
REGULAR	776	435	78.4%	35.9	19.2	87.0%	14.5	3.0	383.3%
YOUTH	96	0	#DIV/0!	4.8	0.0	#DIV/0!	0.0	0.0	#DIV/0!
SENIOR	623	181	244.2%	28.6	7.8	266.0%	13.0	2.5	420.0%
ADA	2,964	2,901	2.2%	138.2	127.2	8.6%	50.3	25.5	97.1%
<b>TOTAL</b>	<b>4,459</b>	<b>3,517</b>	<b>26.8%</b>	<b>207.4</b>	<b>154.2</b>	<b>34.5%</b>	<b>77.8</b>	<b>31.0</b>	<b>150.8%</b>

CITY OF HOLLAND  
HOLLAND TWP.  
CITY OF ZEELAND  
ZEELAND TWP.  
PARK TWP.  
AUXILIARY

	TOTAL MONTHLY BOARDING		
	JAN. '25	JAN. '24	% CHG.
CITY OF HOLLAND	2,112	1,650	28.0%
HOLLAND TWP.	1,748	1,377	26.9%
CITY OF ZEELAND	268	198	35.4%
ZEELAND TWP.	51	39	30.8%
PARK TWP.	280	253	10.7%
AUXILIARY	0	0	#DIV/0!

**NIGHT OWL**

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	JAN. '25	JAN. '24	% CHG.	JAN. '25	JAN. '24	% CHG.	JAN. '25	JAN. '24	% CHG.
REGULAR	251	135	85.9%	12.0	6.0	99.2%	3.0	0.8	275.0%
YOUTH	0	0	#DIV/0!	0.0	0.0	#DIV/0!	0.0	0.0	#DIV/0!
SENIOR	24	6	300.0%	1.0	0.2	375.0%	1.3	0.3	316.7%
ADA	302	213	41.8%	13.0	8.9	46.1%	10.5	4.4	138.6%
<b>TOTAL</b>	<b>577</b>	<b>354</b>	<b>63.0%</b>	<b>25.9</b>	<b>15.1</b>	<b>71.5%</b>	<b>14.8</b>	<b>5.5</b>	<b>168.2%</b>

CITY OF HOLLAND  
HOLLAND TWP.  
CITY OF ZEELAND  
ZEELAND TWP.

	TOTAL MONTHLY BOARDING		
	JAN. '25	JAN. '24	% CHG.
CITY OF HOLLAND	261	122	113.9%
HOLLAND TWP.	220	178	23.6%
CITY OF ZEELAND	92	54	70.4%
ZEELAND TWP.	4	0	#DIV/0!
PARK TWP.	0	0	#DIV/0!
AUXILIARY	0	0	#DIV/0!

**OVERALL RIDERSHIP**

	TOTAL MONTHLY BOARDING			AVG. WEEKDAY BOARDING			AVG. SATURDAY BOARDING		
	JAN. '25	JAN. '24	% CHG.	JAN. '25	JAN. '24	% CHG.	JAN. '25	JAN. '24	% CHG.
REGULAR	11,780	10,072	17.0%	569.6	457.1	24.6%	97.3	3.8	2459.2%
YOUTH	1,528	897	70.3%	72.3	40.8	77.2%	20.5	0.0	#DIV/0!
SENIOR	2,472	1,908	29.6%	117.6	86.2	36.4%	30.3	2.8	980.4%
ADA	5,529	6,060	-8.8%	258.5	270.0	-4.3%	89.8	29.9	200.2%
<b>TOTAL</b>	<b>21,309</b>	<b>18,937</b>	<b>12.5%</b>	<b>1,017.9</b>	<b>854.1</b>	<b>19.2%</b>	<b>237.8</b>	<b>36.5</b>	<b>551.4%</b>

CITY OF HOLLAND  
HOLLAND TWP.  
CITY OF ZEELAND  
ZEELAND TWP.  
PARK TWP.  
AUXILIARY

	TOTAL MONTHLY BOARDING		
	JAN. '25	JAN. '24	% CHG.
CITY OF HOLLAND	11,121	10,207	9.0%
HOLLAND TWP.	8,538	7,142	19.5%
CITY OF ZEELAND	1,315	1,296	1.4%
ZEELAND TWP.	55	39	41.0%
PARK TWP.	280	253	10.7%
AUXILIARY	0	0	#DIV/0!

**ON-TIME PERCENTAGE**

	JAN. '25	JAN. '24	DIFF. (+/-)
FIXED ROUTE	93.8%	96.7%	-2.9%
RESERVE-A-MAX	91.8%	98.7%	-6.9%

**SERVICE DAYS**

	JAN. '25	JAN. '24
WEEKDAYS	20	22
SATURDAYS	4	4

**DISTRIBUTION OF RIDERSHIP**

	JAN. '25	JAN. '24	DIFF. (+/-)
FIXED ROUTE	76.37%	79.56%	-3.19%
RESERVE-A-MAX	20.93%	18.57%	2.36%
TWILIGHT	0.00%	0.00%	0.00%
NIGHT OWL	2.71%	1.87%	0.84%
TBD	0.00%	0.00%	0.00%

FIXED ROUTE  
RESERVE-A-MAX

FIXED ROUTE  
RESERVE-A-MAX  
TWILIGHT  
NIGHT OWL  
TBD

# Macatawa Area Express Transportation Authority

**Meeting Date:** February 24, 2025

**Agenda Item:**

**Subject:** Financial Reports for 01/31/2025–Unaudited

**Prepared By:** Wayne Reed, City Finance

**Recommendation:** Accept Financial Reports as information

The Macatawa Area Express Transportation Authority started a new fiscal year (FY 2025) on October 1, 2024. Attached are Budget Performance Reports for the four months ended January 31, 2025.

## Revenues

Operating revenues currently total \$969,874.23, or 15.28% of budget. The lower than anticipated amount is primarily a timing difference as a large portion of revenues are not received until the end of the fiscal year. January operating revenues are mostly composed of operating assistance, Federal Capital grant reimbursements, investment income, fare collection revenues, and property tax receipts. Zeeland City, Zeeland Township, and Park Township are billed quarterly for services rendered. Federal Operating grant revenues are received mid-late September.

## Expenses

Operating expenses for the four months ended January 31, 2025, totaled \$1,875,893.84, or 31.69% of budget. The overall percentage of operating expenses appear to be tracking within budget, however, there are several accounts that are over-budget. This will most likely change as a result of the budget amendment process.

## Grant Activity

- ✓ Federal Operating Grant Revenue: \$0 of \$2,047,000 budgeted has been received. MAX receives Federal Operating grant revenues toward the end of the fiscal year, generally mid-late September.
- ✓ State Operating Grant Revenue (received at the beginning of each month) - \$691,844 of \$2,087,552 has been received.
- ✓ New Freedom Grant (grant request submitted after the end of each quarter) - \$0 of \$142,500 has been received.
- ✓ Mobility Management Federal and State Grants (grant request submitted after the end of each quarter) - \$0 of \$70,000 has been received.



	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000.000</b>						
101-000.000-665.000	INVESTMENT INCOME	20,000.00	33,240.33	168.42	(13,240.33)	166.20
101-000.000-683.000	MISCELLANEOUS GENERAL	1,000.00	36,482.90	8,716.25	(35,482.90)	3,648.29
Total Dept 000.000		21,000.00	69,723.23	8,884.67	(48,723.23)	332.02
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>						
101-596.537-402.000	PROPERTY TAX	1,358,450.00	(23,986.09)	0.00	1,382,436.09	(1.77)
101-596.537-432.000	SERVICE CHARGE IN LIEU OF TAXES	3,500.00	0.00	0.00	3,500.00	0.00
101-596.537-437.000	PROPERTY TAXES IFT IFT LEVY - GENERA	25,000.00	0.00	0.00	25,000.00	0.00
101-596.537-445.000	INTEREST & PENALTIES (TAXES)	1,500.00	592.53	216.78	907.47	39.50
101-596.537-502.000	FEDERAL OPERATING (CURRENT YEAR)	2,047,000.00	0.00	0.00	2,047,000.00	0.00
101-596.537-502.400	FEDERAL MOBILITY MANAGEMENT	56,000.00	0.00	0.00	56,000.00	0.00
101-596.537-502.600	FEDERAL NEW FREEDOM	142,500.00	0.00	0.00	142,500.00	0.00
101-596.537-502.800	FEDERAL CAPITAL OUTLAY	0.00	86,443.00	86,443.00	(86,443.00)	100.00
101-596.537-539.000	STATE OPERATING (CURRENT YEAR)	2,087,552.00	691,844.00	172,961.00	1,395,708.00	33.14
101-596.537-539.400	STATE MOBILITY MANAGEMENT	14,000.00	0.00	0.00	14,000.00	0.00
101-596.537-573.000	STATE-REIM LOCAL PPT TAX LOSS	88,878.00	0.00	0.00	88,878.00	0.00
101-596.537-581.100	CHARGES FOR SERVICES RENDERED ZEELAN	62,900.00	16,538.46	16,538.46	46,361.54	26.29
101-596.537-581.200	CHARGES FOR SERVICES RENDERED PARK T	139,500.00	68,418.25	34,875.00	71,081.75	49.05
101-596.537-581.900	CHARGES FOR SERVICES RENDERED ZEELAN	8,100.00	0.00	0.00	8,100.00	0.00
101-596.537-642.315	CONCESSIONS & COMMISSIONS BUS SIGNAG	25,000.00	17,506.00	7,139.00	7,494.00	70.02
101-596.537-651.100	USE & ADMISSIONS FEES FARES-FIXED RO	58,000.00	3,141.40	402.10	54,858.60	5.42
101-596.537-651.101	USE & ADMISSIONS FEES FARES-REDUCED	32,000.00	0.00	0.00	32,000.00	0.00
101-596.537-651.102	USE & ADMISSIONS FEES FARES-REDUCED	2,500.00	330.00	108.00	2,170.00	13.20
101-596.537-651.104	USE & ADMISSIONS FEES FARES-ADULT MO	36,000.00	11,152.70	1,934.30	24,847.30	30.98
101-596.537-651.105	USE & ADMISSIONS FEES FARES-DAILY PA	3,000.00	1,598.50	87.40	1,401.50	53.28
101-596.537-651.106	USE & ADMISSIONS FEES FARES-TICKETS	2,000.00	200.00	0.00	1,800.00	10.00
101-596.537-651.108	USE & ADMISSIONS FEES FARES-ADULT WE	2,500.00	195.00	45.00	2,305.00	7.80
101-596.537-651.109	USE & ADMISSIONS FEES FARES-STUDENT	7,000.00	3,139.50	1,345.50	3,860.50	44.85
101-596.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/R	50,000.00	(802.80)	963.70	50,802.80	(1.61)
101-596.537-651.203	USE & ADMISSIONS FEES FARES-PUNCH PA	1,000.00	950.00	0.00	50.00	95.00
101-596.537-651.204	USE & ADMISSIONS FEES FARES-REDUCED	16,000.00	23,121.00	5,640.00	(7,121.00)	144.51
101-596.537-682.100	REIMBURSEMENTS MICHIGAN TRANSIT POOL	45,000.00	0.00	0.00	45,000.00	0.00
101-596.537-682.200	RECOVERIES INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
101-596.537-683.000	MISCELLANEOUS GENERAL	100.00	0.00	0.00	100.00	0.00
101-596.537-683.200	MISCELLANEOUS LOST ELIGIBLE PASS	100.00	5.00	0.00	95.00	5.00
101-596.537-689.000	CASH SHORT/OVER	0.00	3.95	0.00	(3.95)	100.00
101-596.537-693.000	SALE OF FIXED ASSETS	10,000.00	(239.40)	0.00	10,239.40	(2.39)
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS		6,326,080.00	900,151.00	328,699.24	5,425,929.00	14.23
Revenues		6,347,080.00	969,874.23	337,583.91	5,377,205.77	15.28
<b>Account Category: Expenditures</b>						
<b>Department: 596.171 MANAGEMENT &amp; ADMINISTRATION</b>						
101-596.171-701.000	PAYROLL-REGULAR GENERAL	309,123.00	75,900.97	29,866.05	233,222.03	24.55
101-596.171-703.200	SAFETY INCENTIVE	850.00	88.15	50.00	761.85	10.37
101-596.171-710.000	PAYROLL - PAID TIME OFF	23,000.00	13,414.18	1,301.12	9,585.82	58.32
101-596.171-712.000	PAYROLL - HOLIDAYS	7,500.00	3,741.97	2,543.84	3,758.03	49.89
101-596.171-714.000	PAYROLL - BEREAVEMENT	2,200.00	0.00	0.00	2,200.00	0.00
101-596.171-720.005	INSURANCE HEALTH	38,000.00	12,847.61	5,525.56	25,152.39	33.81



	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.171 MANAGEMENT &amp; ADMINISTRATION</b>						
101-596.171-720.010	INSURANCE DENTAL	4,100.00	2,017.56	1,163.33	2,082.44	49.21
101-596.171-720.020	INSURANCE VISION	632.00	193.66	79.22	438.34	30.64
101-596.171-720.025	INSURANCE - LIFE & AD&D	321.00	68.48	27.48	252.52	21.33
101-596.171-720.030	INSURANCE - INCOME PROTECTION	2,500.00	785.13	354.00	1,714.87	31.41
101-596.171-721.005	RETIREMENT CONTRIBUTION	26,000.00	4,298.25	1,692.70	21,701.75	16.53
101-596.171-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	25,000.00	7,802.36	2,470.77	17,197.64	31.21
101-596.171-723.500	WORKERS COMP INSURANCE	4,800.00	4,530.53	3,562.98	269.47	94.39
101-596.171-724.900	COMPENSATED ABSENCES ADJUSTMENT	318.00	0.00	0.00	318.00	0.00
101-596.171-730.000	POSTAGE	1,500.00	927.99	527.56	572.01	61.87
101-596.171-740.000	OPERATING SUPPLIES GENERAL	12,000.00	2,713.69	1,138.11	9,286.31	22.61
101-596.171-740.100	OPERATING SUPPLIES EQUIPMENT IT	8,000.00	949.47	171.63	7,050.53	11.87
101-596.171-801.000	CONTRACTUAL-LEGAL	5,000.00	849.88	36.00	4,150.12	17.00
101-596.171-802.005	CONTRACTUAL-FINANCE/PROPERTY INDEPEN	11,000.00	9,919.14	0.00	1,080.86	90.17
101-596.171-802.100	CONTRACTUAL-FINANCE/PROPERTY ACCOUNT	109,000.00	28,124.29	9,751.91	80,875.71	25.80
101-596.171-802.200	CONTRACTUAL-FINANCE/PROPERTY FINANCE	25,167.00	0.00	0.00	25,167.00	0.00
101-596.171-802.250	CONTRACTUAL-FINANCE/PROPERTY FINANCE	10,500.00	1,969.44	0.00	8,530.56	18.76
101-596.171-803.005	CONTRACTUAL-HUMAN RESOURCES EMPLOYEE	1,200.00	0.00	0.00	1,200.00	0.00
101-596.171-803.100	CONTRACTUAL-HUMAN RESOURCES FLEX BEN	2,500.00	550.55	0.00	1,949.45	22.02
101-596.171-808.002	CONTRACTUAL-BUILDINGS & GROUNDS GREE	0.00	352.33	91.95	(352.33)	100.00
101-596.171-809.605	CONTRACTUAL-MISCELLANEOUS SERVICES	50,000.00	8,977.34	125.00	41,022.66	17.95
101-596.171-850.000	COMMUNICATIONS TELEPHONE	9,000.00	2,176.82	942.10	6,823.18	24.19
101-596.171-851.000	COMMUNICATIONS CELLULAR	14,000.00	6,323.68	3,279.90	7,676.32	45.17
101-596.171-900.000	PHOTOCOPIES	1,500.00	0.00	0.00	1,500.00	0.00
101-596.171-901.000	CONTRACTUAL-PROMOTIONS/PRINTING PRIN	6,000.00	0.00	0.00	6,000.00	0.00
101-596.171-902.000	CONTRACTUAL-PROMOTIONS/PRINTING PUBL	12,000.00	370.56	316.29	11,629.44	3.09
101-596.171-903.000	CONTRACTUAL-PROMOTIONS/PRINTING ADVE	34,586.00	3,496.16	2.06	31,089.84	10.11
101-596.171-920.050	PUBLIC UTILITIES DEPOT	28,600.00	9,979.11	2,262.57	18,620.89	34.89
101-596.171-920.051	PUBLIC UTILITIES GREENWAY	31,391.00	5,869.13	3,394.25	25,521.87	18.70
101-596.171-920.052	PUBLIC UTILITIES STORAGE FACILITY	1,000.00	19.94	19.94	980.06	1.99
101-596.171-955.000	MISCELLANEOUS GENERAL	1,000.00	(0.34)	0.00	1,000.34	(0.03)
101-596.171-955.010	MISCELLANEOUS INTERNET TICKET SALES	3,500.00	1,781.06	391.48	1,718.94	50.89
101-596.171-955.800	EMPLOYEE EVENTS	12,000.00	3,623.40	861.60	8,376.60	30.20
101-596.171-960.000	EDUCATION & TRAINING	8,500.00	0.00	0.00	8,500.00	0.00
101-596.171-961.000	TRAVEL, CONF, SEMINARS	10,000.00	940.37	350.03	9,059.63	9.40
101-596.171-964.001	REFUNDS PROPERTY TAX PRIOR YEARS	0.00	152.50	152.50	(152.50)	100.00
101-596.171-965.000	DUES & SUBSCRIPTIONS	15,000.00	5,842.66	96.00	9,157.34	38.95
Total Dept 596.171 - MANAGEMENT & ADMINISTRATION		868,288.00	221,598.02	72,547.93	646,689.98	25.52
<b>Department: 596.266 CUSTOMER SERVICE &amp; MARKETING</b>						
101-596.266-701.000	PAYROLL-REGULAR GENERAL	303,780.00	110,028.84	41,105.35	193,751.16	36.22
101-596.266-702.000	PAYROLL-TEMPORARY HELP GENERAL	34,000.00	7,293.64	2,006.21	26,706.36	21.45
101-596.266-703.200	SAFETY INCENTIVE	2,900.00	602.62	450.00	2,297.38	20.78
101-596.266-703.300	SHIFT PREMIUM	1,000.00	316.34	115.20	683.66	31.63
101-596.266-705.000	PAYROLL - OVERTIME GENERAL	2,000.00	173.62	33.89	1,826.38	8.68
101-596.266-710.000	PAYROLL - PAID TIME OFF	23,200.00	9,632.06	3,629.25	13,567.94	41.52
101-596.266-712.000	PAYROLL - HOLIDAYS	7,500.00	4,403.41	3,183.04	3,096.59	58.71
101-596.266-714.000	PAYROLL - BEREAVEMENT	500.00	0.00	0.00	500.00	0.00
101-596.266-720.005	INSURANCE HEALTH	132,000.00	44,680.51	16,501.90	87,319.49	33.85



	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdg Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.266 CUSTOMER SERVICE &amp; MARKETING</b>						
101-596.266-720.010	INSURANCE DENTAL	12,000.00	3,576.05	1,510.50	8,423.95	29.80
101-596.266-720.020	INSURANCE VISION	2,200.00	585.23	203.21	1,614.77	26.60
101-596.266-720.025	INSURANCE - LIFE & AD&D	600.00	109.97	41.22	490.03	18.33
101-596.266-720.030	INSURANCE - INCOME PROTECTION	4,000.00	829.64	311.02	3,170.36	20.74
101-596.266-721.005	RETIREMENT CONTRIBUTION	25,000.00	8,067.96	3,838.41	16,932.04	32.27
101-596.266-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	27,000.00	9,572.62	3,653.60	17,427.38	35.45
101-596.266-723.500	WORKERS COMP INSURANCE	9,500.00	5,824.99	4,580.97	3,675.01	61.32
Total Dept 596.266 - CUSTOMER SERVICE & MARKETING		587,180.00	205,697.50	81,163.77	381,482.50	35.03
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>						
101-596.537-701.100	PAYROLL-REGULAR DRIVERS	1,411,011.00	392,599.74	125,073.06	1,018,411.26	27.82
101-596.537-701.200	PAYROLL-REGULAR OTHER OPERATIONS	340,000.00	105,225.70	37,929.45	234,774.30	30.95
101-596.537-701.300	PAYROLL-REGULAR DISPATCH	87,000.00	27,143.42	9,561.15	59,856.58	31.20
101-596.537-702.100	PAYROLL-TEMPORARY HELP DRIVERS	127,200.00	36,363.79	10,049.16	90,836.21	28.59
101-596.537-702.200	PAYROLL-TEMPORARY HELP OTHER OPERATI	2,500.00	0.00	0.00	2,500.00	0.00
101-596.537-703.100	SPECIAL PAY - ONE TIME	0.00	924.75	736.35	(924.75)	100.00
101-596.537-703.200	SAFETY INCENTIVE	13,000.00	2,720.24	1,900.00	10,279.76	20.92
101-596.537-703.300	SHIFT PREMIUM	28,550.00	9,904.90	3,372.60	18,645.10	34.69
101-596.537-705.100	PAYROLL - OVERTIME DRIVERS	50,000.00	45,275.01	12,995.66	4,724.99	90.55
101-596.537-705.200	PAYROLL - OVERTIME OTHER OPERATIONS	0.00	8,701.12	2,344.57	(8,701.12)	100.00
101-596.537-705.300	PAYROLL - OVERTIME DISPATCH	0.00	1,473.55	207.67	(1,473.55)	100.00
101-596.537-710.000	PAYROLL - PAID TIME OFF	110,000.00	51,057.61	22,127.39	58,942.39	46.42
101-596.537-712.000	PAYROLL - HOLIDAYS	40,000.00	21,350.93	14,238.08	18,649.07	53.38
101-596.537-714.000	PAYROLL - BEREAVEMENT	0.00	1,611.31	383.60	(1,611.31)	100.00
101-596.537-720.005	INSURANCE HEALTH	500,000.00	185,904.71	64,832.39	314,095.29	37.18
101-596.537-720.010	INSURANCE DENTAL	43,000.00	14,939.72	6,775.17	28,060.28	34.74
101-596.537-720.020	INSURANCE VISION	7,500.00	2,403.74	830.56	5,096.26	32.05
101-596.537-720.025	INSURANCE - LIFE & AD&D	3,000.00	501.26	173.81	2,498.74	16.71
101-596.537-720.030	INSURANCE - INCOME PROTECTION	27,000.00	5,231.93	1,630.00	21,768.07	19.38
101-596.537-721.005	RETIREMENT CONTRIBUTION	161,100.00	44,044.61	17,822.74	117,055.39	27.34
101-596.537-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	157,052.00	50,272.32	17,525.01	106,779.68	32.01
101-596.537-723.200	UNEMPLOYMENT COMP INSURANCE	7,000.00	0.00	0.00	7,000.00	0.00
101-596.537-723.500	WORKERS COMP INSURANCE	46,000.00	31,713.29	24,940.15	14,286.71	68.94
101-596.537-743.100	ANTI-FREEZE & OIL	3,500.00	1,181.71	365.82	2,318.29	33.76
101-596.537-745.300	CLOTHING UNIFORMS	15,350.00	234.36	49.73	15,115.64	1.53
101-596.537-748.000	GASOLINE GENERAL	270,772.00	60,974.98	64,273.97	209,797.02	22.52
101-596.537-803.015	CONTRACTUAL-HUMAN RESOURCES DRUG/ALC	12,000.00	3,188.52	1,492.00	8,811.48	26.57
101-596.537-939.300	VEHICLE MAINTENANCE TIRES	18,000.00	5,392.69	1,961.58	12,607.31	29.96
101-596.537-940.000	BUILDING RENTAL/LEASE GENERAL	15,386.00	2,256.85	0.00	13,129.15	14.67
101-596.537-940.100	BUILDING RENTAL/LEASE CITY DEPOT LEA	157,368.00	0.00	0.00	157,368.00	0.00
101-596.537-961.000	TRAVEL, CONF, SEMINARS	7,000.00	0.00	0.00	7,000.00	0.00
101-596.537-962.000	COMMERCIAL INSURANCE PREMIUMS GENERA	97,500.00	64,381.40	0.00	33,118.60	66.03
101-596.537-962.100	COMMERCIAL INSURANCE PREMIUMS DEPOT	10,000.00	0.00	0.00	10,000.00	0.00
101-596.537-964.100	REFUNDS OPERATING ASSISTANCE PY	100.00	0.00	0.00	100.00	0.00
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS		3,767,889.00	1,176,974.16	443,591.67	2,590,914.84	31.24
<b>Department: 596.591 TRANSIT MAINTENANCE</b>						
101-596.591-701.000	PAYROLL-REGULAR GENERAL	125,886.00	43,614.52	16,447.87	82,271.48	34.65



	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bgdt Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.591 TRANSIT MAINTENANCE</b>						
101-596.591-702.000	PAYROLL-TEMPORARY HELP GENERAL	48,000.00	22,292.22	9,016.94	25,707.78	46.44
101-596.591-703.200	SAFETY INCENTIVE	1,500.00	395.38	300.00	1,104.62	26.36
101-596.591-703.300	SHIFT PREMIUM	5,100.00	1,838.67	723.00	3,261.33	36.05
101-596.591-705.000	PAYROLL - OVERTIME GENERAL	0.00	7,751.26	3,013.72	(7,751.26)	100.00
101-596.591-710.000	PAYROLL - PAID TIME OFF	12,000.00	4,811.75	449.60	7,188.25	40.10
101-596.591-712.000	PAYROLL - HOLIDAYS	3,500.00	1,792.51	1,222.72	1,707.49	51.21
101-596.591-720.005	INSURANCE HEALTH	50,000.00	20,711.36	7,577.73	29,288.64	41.42
101-596.591-720.010	INSURANCE DENTAL	5,500.00	1,650.74	764.99	3,849.26	30.01
101-596.591-720.020	INSURANCE VISION	1,200.00	269.85	93.57	930.15	22.49
101-596.591-720.025	INSURANCE - LIFE & AD&D	300.00	39.63	13.74	260.37	13.21
101-596.591-720.030	INSURANCE - INCOME PROTECTION	1,800.00	333.24	115.55	1,466.76	18.51
101-596.591-721.005	RETIREMENT CONTRIBUTION	15,000.00	3,804.80	1,697.72	11,195.20	25.37
101-596.591-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	16,810.00	6,035.93	2,277.42	10,774.07	35.91
101-596.591-723.500	WORKERS COMP INSURANCE	6,500.00	4,530.59	3,563.00	1,969.41	69.70
101-596.591-740.000	OPERATING SUPPLIES CLEANING MATERIAL	20,000.00	3,493.52	1,269.06	16,506.48	17.47
101-596.591-740.410	OPERATING SUPPLIES REPAIR PARTS	1,000.00	0.00	0.00	1,000.00	0.00
101-596.591-808.001	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	2,000.00	656.78	396.40	1,343.22	32.84
101-596.591-808.002	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	3,500.00	530.29	129.00	2,969.71	15.15
101-596.591-808.003	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	22,000.00	14,968.20	13,294.00	7,031.80	68.04
101-596.591-931.000	BUILDING & GROUNDS MAINTENANCE DEPOT	16,000.00	864.10	326.12	15,135.90	5.40
101-596.591-931.100	BUILDING & GROUNDS MAINTENANCE GREEN	25,000.00	5,268.76	2,759.80	19,731.24	21.08
101-596.591-932.000	MECHANICAL MAINTENANCE DEPOT	500.00	0.00	0.00	500.00	0.00
101-596.591-933.000	EQUIPMENT MAINTENANCE RADIO MAINTENA	500.00	0.00	0.00	500.00	0.00
101-596.591-933.100	EQUIPMENT MAINTENANCE OFFICE EQUIPME	7,000.00	1,822.10	931.79	5,177.90	26.03
101-596.591-939.005	VEHICLE MAINTENANCE MECHANICAL	280,636.00	123,934.44	123,928.81	156,701.56	44.16
101-596.591-939.015	VEHICLE MAINTENANCE BODYWORK	20,000.00	213.52	109.95	19,786.48	1.07
101-596.591-939.020	VEHICLE MAINTENANCE GRAPHICS	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 596.591 - TRANSIT MAINTENANCE		695,232.00	271,624.16	190,422.50	423,607.84	39.07
Expenditures		5,918,589.00	1,875,893.84	787,725.87	4,042,695.16	31.69
<b>Fund 101 - GENERAL FUND:</b>						
TOTAL REVENUES		6,347,080.00	969,874.23	337,583.91	5,377,205.77	
TOTAL EXPENDITURES		5,918,589.00	1,875,893.84	787,725.87	4,042,695.16	
NET OF REVENUES & EXPENDITURES:		428,491.00	(906,019.61)	(450,141.96)	1,334,510.61	





	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000.000</b>						
101-000.000-665.000	INVESTMENT INCOME	20,000.00	33,240.33	168.42	(13,240.33)	166.20
101-000.000-683.000	MISCELLANEOUS GENERAL	1,000.00	36,482.90	8,716.25	(35,482.90)	3,648.29
Total Dept 000.000		21,000.00	69,723.23	8,884.67	(48,723.23)	332.02
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>						
101-596.537-402.000	PROPERTY TAX	1,358,450.00	(23,986.09)	0.00	1,382,436.09	(1.77)
101-596.537-432.000	SERVICE CHARGE IN LIEU OF TAXES	3,500.00	0.00	0.00	3,500.00	0.00
101-596.537-437.000	PROPERTY TAXES IFT IFT LEVY - GENERA	25,000.00	0.00	0.00	25,000.00	0.00
101-596.537-445.000	INTEREST & PENALTIES (TAXES)	1,500.00	592.53	216.78	907.47	39.50
101-596.537-502.000	FEDERAL OPERATING (CURRENT YEAR)	2,047,000.00	0.00	0.00	2,047,000.00	0.00
101-596.537-502.400	FEDERAL MOBILITY MANAGEMENT	56,000.00	0.00	0.00	56,000.00	0.00
101-596.537-502.600	FEDERAL NEW FREEDOM	142,500.00	0.00	0.00	142,500.00	0.00
101-596.537-502.800	FEDERAL CAPITAL OUTLAY	0.00	86,443.00	86,443.00	(86,443.00)	100.00
101-596.537-539.000	STATE OPERATING (CURRENT YEAR)	2,087,552.00	691,844.00	172,961.00	1,395,708.00	33.14
101-596.537-539.400	STATE MOBILITY MANAGEMENT	14,000.00	0.00	0.00	14,000.00	0.00
101-596.537-573.000	STATE-REIM LOCAL PPT TAX LOSS	88,878.00	0.00	0.00	88,878.00	0.00
101-596.537-581.100	CHARGES FOR SERVICES RENDERED ZEELAN	62,900.00	16,538.46	16,538.46	46,361.54	26.29
101-596.537-581.200	CHARGES FOR SERVICES RENDERED PARK T	139,500.00	68,418.25	34,875.00	71,081.75	49.05
101-596.537-581.900	CHARGES FOR SERVICES RENDERED ZEELAN	8,100.00	0.00	0.00	8,100.00	0.00
101-596.537-642.315	CONCESSIONS & COMMISSIONS BUS SIGNAG	25,000.00	17,506.00	7,139.00	7,494.00	70.02
101-596.537-651.100	USE & ADMISSIONS FEES FARES-FIXED RO	58,000.00	3,141.40	402.10	54,858.60	5.42
101-596.537-651.101	USE & ADMISSIONS FEES FARES-REDUCED	32,000.00	0.00	0.00	32,000.00	0.00
101-596.537-651.102	USE & ADMISSIONS FEES FARES-REDUCED	2,500.00	330.00	108.00	2,170.00	13.20
101-596.537-651.104	USE & ADMISSIONS FEES FARES-ADULT MO	36,000.00	11,152.70	1,934.30	24,847.30	30.98
101-596.537-651.105	USE & ADMISSIONS FEES FARES-DAILY PA	3,000.00	1,598.50	87.40	1,401.50	53.28
101-596.537-651.106	USE & ADMISSIONS FEES FARES-TICKETS	2,000.00	200.00	0.00	1,800.00	10.00
101-596.537-651.108	USE & ADMISSIONS FEES FARES-ADULT WE	2,500.00	195.00	45.00	2,305.00	7.80
101-596.537-651.109	USE & ADMISSIONS FEES FARES-STUDENT	7,000.00	3,139.50	1,345.50	3,860.50	44.85
101-596.537-651.200	USE & ADMISSIONS FEES FARES-DEMAND/R	50,000.00	(802.80)	963.70	50,802.80	(1.61)
101-596.537-651.203	USE & ADMISSIONS FEES FARES-PUNCH PA	1,000.00	950.00	0.00	50.00	95.00
101-596.537-651.204	USE & ADMISSIONS FEES FARES-REDUCED	16,000.00	23,121.00	5,640.00	(7,121.00)	144.51
101-596.537-682.100	REIMBURSEMENTS MICHIGAN TRANSIT POOL	45,000.00	0.00	0.00	45,000.00	0.00
101-596.537-682.200	RECOVERIES INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
101-596.537-683.000	MISCELLANEOUS GENERAL	100.00	0.00	0.00	100.00	0.00
101-596.537-683.200	MISCELLANEOUS LOST ELIGIBLE PASS	100.00	5.00	0.00	95.00	5.00
101-596.537-689.000	CASH SHORT/OVER	0.00	3.95	0.00	(3.95)	100.00
101-596.537-693.000	SALE OF FIXED ASSETS	10,000.00	(239.40)	0.00	10,239.40	(2.39)
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS		6,326,080.00	900,151.00	328,699.24	5,425,929.00	14.23
		6,347,080.00	969,874.23	337,583.91	5,377,205.77	15.28
<b>Revenues</b>						
<b>Fund 101 - GENERAL FUND:</b>						
<b>TOTAL REVENUES</b>		<b>6,347,080.00</b>	<b>969,874.23</b>	<b>337,583.91</b>	<b>5,377,205.77</b>	



	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdg Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.171 MANAGEMENT &amp; ADMINISTRATION</b>						
101-596.171-701.000	PAYROLL-REGULAR GENERAL	309,123.00	75,900.97	29,866.05	233,222.03	24.55
101-596.171-703.200	SAFETY INCENTIVE	850.00	88.15	50.00	761.85	10.37
101-596.171-710.000	PAYROLL - PAID TIME OFF	23,000.00	13,414.18	1,301.12	9,585.82	58.32
101-596.171-712.000	PAYROLL - HOLIDAYS	7,500.00	3,741.97	2,543.84	3,758.03	49.89
101-596.171-714.000	PAYROLL - BEREAVEMENT	2,200.00	0.00	0.00	2,200.00	0.00
101-596.171-720.005	INSURANCE HEALTH	38,000.00	12,847.61	5,525.56	25,152.39	33.81
101-596.171-720.010	INSURANCE DENTAL	4,100.00	2,017.56	1,163.33	2,082.44	49.21
101-596.171-720.020	INSURANCE VISION	632.00	193.66	79.22	438.34	30.64
101-596.171-720.025	INSURANCE - LIFE & AD&D	321.00	68.48	27.48	252.52	21.33
101-596.171-720.030	INSURANCE - INCOME PROTECTION	2,500.00	785.13	354.00	1,714.87	31.41
101-596.171-721.005	RETIREMENT CONTRIBUTION	26,000.00	4,298.25	1,692.70	21,701.75	16.53
101-596.171-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	25,000.00	7,802.36	2,470.77	17,197.64	31.21
101-596.171-723.500	WORKERS COMP INSURANCE	4,800.00	4,530.53	3,562.98	269.47	94.39
101-596.171-724.900	COMPENSATED ABSENCES ADJUSTMENT	318.00	0.00	0.00	318.00	0.00
101-596.171-730.000	POSTAGE	1,500.00	927.99	527.56	572.01	61.87
101-596.171-740.000	OPERATING SUPPLIES GENERAL	12,000.00	2,713.69	1,138.11	9,286.31	22.61
101-596.171-740.100	OPERATING SUPPLIES EQUIPMENT IT	8,000.00	949.47	171.63	7,050.53	11.87
101-596.171-801.000	CONTRACTUAL-LEGAL	5,000.00	849.88	36.00	4,150.12	17.00
101-596.171-802.005	CONTRACTUAL-FINANCE/PROPERTY INDEPEN	11,000.00	9,919.14	0.00	1,080.86	90.17
101-596.171-802.100	CONTRACTUAL-FINANCE/PROPERTY ACCOUNT	109,000.00	28,124.29	9,751.91	80,875.71	25.80
101-596.171-802.200	CONTRACTUAL-FINANCE/PROPERTY FINANCE	25,167.00	0.00	0.00	25,167.00	0.00
101-596.171-802.250	CONTRACTUAL-FINANCE/PROPERTY FINANCI	10,500.00	1,969.44	0.00	8,530.56	18.76
101-596.171-803.005	CONTRACTUAL-HUMAN RESOURCES EMPLOYEE	1,200.00	0.00	0.00	1,200.00	0.00
101-596.171-803.100	CONTRACTUAL-HUMAN RESOURCES FLEX BEN	2,500.00	550.55	0.00	1,949.45	22.02
101-596.171-808.002	CONTRACTUAL-BUILDINGS & GROUNDS GREE	0.00	352.33	91.95	(352.33)	100.00
101-596.171-809.605	CONTRACTUAL-MISCELLANEOUS SERVICES	50,000.00	8,977.34	125.00	41,022.66	17.95
101-596.171-850.000	COMMUNICATIONS TELEPHONE	9,000.00	2,176.82	942.10	6,823.18	24.19
101-596.171-851.000	COMMUNICATIONS CELLULAR	14,000.00	6,323.68	3,279.90	7,676.32	45.17
101-596.171-900.000	PHOTOCOPIES	1,500.00	0.00	0.00	1,500.00	0.00
101-596.171-901.000	CONTRACTUAL-PROMOTIONS/PRINTING PRIN	6,000.00	0.00	0.00	6,000.00	0.00
101-596.171-902.000	CONTRACTUAL-PROMOTIONS/PRINTING PUBL	12,000.00	370.56	316.29	11,629.44	3.09
101-596.171-903.000	CONTRACTUAL-PROMOTIONS/PRINTING ADVE	34,586.00	3,496.16	2.06	31,089.84	10.11
101-596.171-920.050	PUBLIC UTILITIES DEPOT	28,600.00	9,979.11	2,262.57	18,620.89	34.89
101-596.171-920.051	PUBLIC UTILITIES GREENWAY	31,391.00	5,869.13	3,394.25	25,521.87	18.70
101-596.171-920.052	PUBLIC UTILITIES STORAGE FACILITY	1,000.00	19.94	19.94	980.06	1.99
101-596.171-955.000	MISCELLANEOUS GENERAL	1,000.00	(0.34)	0.00	1,000.34	(0.03)
101-596.171-955.010	MISCELLANEOUS INTERNET TICKET SALES	3,500.00	1,781.06	391.48	1,718.94	50.89
101-596.171-955.800	EMPLOYEE EVENTS	12,000.00	3,623.40	861.60	8,376.60	30.20
101-596.171-960.000	EDUCATION & TRAINING	8,500.00	0.00	0.00	8,500.00	0.00
101-596.171-961.000	TRAVEL, CONF, SEMINARS	10,000.00	940.37	350.03	9,059.63	9.40
101-596.171-964.001	REFUNDS PROPERTY TAX PRIOR YEARS	0.00	152.50	152.50	(152.50)	100.00
101-596.171-965.000	DUES & SUBSCRIPTIONS	15,000.00	5,842.66	96.00	9,157.34	38.95
Total Dept 596.171 - MANAGEMENT & ADMINISTRATION		868,288.00	221,598.02	72,547.93	646,689.98	25.52
<b>Department: 596.266 CUSTOMER SERVICE &amp; MARKETING</b>						
101-596.266-701.000	PAYROLL-REGULAR GENERAL	303,780.00	110,028.84	41,105.35	193,751.16	36.22
101-596.266-702.000	PAYROLL-TEMPORARY HELP GENERAL	34,000.00	7,293.64	2,006.21	26,706.36	21.45
101-596.266-703.200	SAFETY INCENTIVE	2,900.00	602.62	450.00	2,297.38	20.78



	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used
<b>Fund: 101 GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
<b>Department: 596.266 CUSTOMER SERVICE &amp; MARKETING</b>					
101-596.266-703.300	SHIFT PREMIUM	1,000.00	316.34	115.20	683.66 31.63
101-596.266-705.000	PAYROLL - OVERTIME GENERAL	2,000.00	173.62	33.89	1,826.38 8.68
101-596.266-710.000	PAYROLL - PAID TIME OFF	23,200.00	9,632.06	3,629.25	13,567.94 41.52
101-596.266-712.000	PAYROLL - HOLIDAYS	7,500.00	4,403.41	3,183.04	3,096.59 58.71
101-596.266-714.000	PAYROLL - BEREAVEMENT	500.00	0.00	0.00	500.00 0.00
101-596.266-720.005	INSURANCE HEALTH	132,000.00	44,680.51	16,501.90	87,319.49 33.85
101-596.266-720.010	INSURANCE DENTAL	12,000.00	3,576.05	1,510.50	8,423.95 29.80
101-596.266-720.020	INSURANCE VISION	2,200.00	585.23	203.21	1,614.77 26.60
101-596.266-720.025	INSURANCE - LIFE & AD&D	600.00	109.97	41.22	490.03 18.33
101-596.266-720.030	INSURANCE - INCOME PROTECTION	4,000.00	829.64	311.02	3,170.36 20.74
101-596.266-721.005	RETIREMENT CONTRIBUTION	25,000.00	8,067.96	3,838.41	16,932.04 32.27
101-596.266-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	27,000.00	9,572.62	3,653.60	17,427.38 35.45
101-596.266-723.500	WORKERS COMP INSURANCE	9,500.00	5,824.99	4,580.97	3,675.01 61.32
Total Dept 596.266 - CUSTOMER SERVICE & MARKETING		587,180.00	205,697.50	81,163.77	381,482.50 35.03
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>					
101-596.537-701.100	PAYROLL-REGULAR DRIVERS	1,411,011.00	392,599.74	125,073.06	1,018,411.26 27.82
101-596.537-701.200	PAYROLL-REGULAR OTHER OPERATIONS	340,000.00	105,225.70	37,929.45	234,774.30 30.95
101-596.537-701.300	PAYROLL-REGULAR DISPATCH	87,000.00	27,143.42	9,561.15	59,856.58 31.20
101-596.537-702.100	PAYROLL-TEMPORARY HELP DRIVERS	127,200.00	36,363.79	10,049.16	90,836.21 28.59
101-596.537-702.200	PAYROLL-TEMPORARY HELP OTHER OPERATI	2,500.00	0.00	0.00	2,500.00 0.00
101-596.537-703.100	SPECIAL PAY - ONE TIME	0.00	924.75	736.35	(924.75) 100.00
101-596.537-703.200	SAFETY INCENTIVE	13,000.00	2,720.24	1,900.00	10,279.76 20.92
101-596.537-703.300	SHIFT PREMIUM	28,550.00	9,904.90	3,372.60	18,645.10 34.69
101-596.537-705.100	PAYROLL - OVERTIME DRIVERS	50,000.00	45,275.01	12,995.66	4,724.99 90.55
101-596.537-705.200	PAYROLL - OVERTIME OTHER OPERATIONS	0.00	8,701.12	2,344.57	(8,701.12) 100.00
101-596.537-705.300	PAYROLL - OVERTIME DISPATCH	0.00	1,473.55	207.67	(1,473.55) 100.00
101-596.537-710.000	PAYROLL - PAID TIME OFF	110,000.00	51,057.61	22,127.39	58,942.39 46.42
101-596.537-712.000	PAYROLL - HOLIDAYS	40,000.00	21,350.93	14,238.08	18,649.07 53.38
101-596.537-714.000	PAYROLL - BEREAVEMENT	0.00	1,611.31	383.60	(1,611.31) 100.00
101-596.537-720.005	INSURANCE HEALTH	500,000.00	185,904.71	64,832.39	314,095.29 37.18
101-596.537-720.010	INSURANCE DENTAL	43,000.00	14,939.72	6,775.17	28,060.28 34.74
101-596.537-720.020	INSURANCE VISION	7,500.00	2,403.74	830.56	5,096.26 32.05
101-596.537-720.025	INSURANCE - LIFE & AD&D	3,000.00	501.26	173.81	2,498.74 16.71
101-596.537-720.030	INSURANCE - INCOME PROTECTION	27,000.00	5,231.93	1,630.00	21,768.07 19.38
101-596.537-721.005	RETIREMENT CONTRIBUTION	161,100.00	44,044.61	17,822.74	117,055.39 27.34
101-596.537-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	157,052.00	50,272.32	17,525.01	106,779.68 32.01
101-596.537-723.200	UNEMPLOYMENT COMP INSURANCE	7,000.00	0.00	0.00	7,000.00 0.00
101-596.537-723.500	WORKERS COMP INSURANCE	46,000.00	31,713.29	24,940.15	14,286.71 68.94
101-596.537-743.100	ANTI-FREEZE & OIL	3,500.00	1,181.71	365.82	2,318.29 33.76
101-596.537-745.300	CLOTHING UNIFORMS	15,350.00	234.36	49.73	15,115.64 1.53
101-596.537-748.000	GASOLINE GENERAL	270,772.00	60,974.98	64,273.97	209,797.02 22.52
101-596.537-803.015	CONTRACTUAL-HUMAN RESOURCES DRUG/ALC	12,000.00	3,188.52	1,492.00	8,811.48 26.57
101-596.537-939.300	VEHICLE MAINTENANCE TIRES	18,000.00	5,392.69	1,961.58	12,607.31 29.96
101-596.537-940.000	BUILDING RENTAL/LEASE GENERAL	15,386.00	2,256.85	0.00	13,129.15 14.67
101-596.537-940.100	BUILDING RENTAL/LEASE CITY DEPOT LEA	157,368.00	0.00	0.00	157,368.00 0.00
101-596.537-961.000	TRAVEL, CONF, SEMINARS	7,000.00	0.00	0.00	7,000.00 0.00
101-596.537-962.000	COMMERCIAL INSURANCE PREMIUMS GENERA	97,500.00	64,381.40	0.00	33,118.60 66.03



	24-25 Amended Budget	YTD Balance 01/31/2025	Activity For 01/31/2025	Available Balance 01/31/2025	% Bdgt Used	
<b>Fund: 101 GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 596.537 ROUTINE TRANSIT OPERATIONS</b>						
101-596.537-962.100	COMMERCIAL INSURANCE PREMIUMS DEPOT	10,000.00	0.00	0.00	10,000.00	0.00
101-596.537-964.100	REFUNDS OPERATING ASSISTANCE PY	100.00	0.00	0.00	100.00	0.00
Total Dept 596.537 - ROUTINE TRANSIT OPERATIONS		3,767,889.00	1,176,974.16	443,591.67	2,590,914.84	31.24
<b>Department: 596.591 TRANSIT MAINTENANCE</b>						
101-596.591-701.000	PAYROLL-REGULAR GENERAL	125,886.00	43,614.52	16,447.87	82,271.48	34.65
101-596.591-702.000	PAYROLL-TEMPORARY HELP GENERAL	48,000.00	22,292.22	9,016.94	25,707.78	46.44
101-596.591-703.200	SAFETY INCENTIVE	1,500.00	395.38	300.00	1,104.62	26.36
101-596.591-703.300	SHIFT PREMIUM	5,100.00	1,838.67	723.00	3,261.33	36.05
101-596.591-705.000	PAYROLL - OVERTIME GENERAL	0.00	7,751.26	3,013.72	(7,751.26)	100.00
101-596.591-710.000	PAYROLL - PAID TIME OFF	12,000.00	4,811.75	449.60	7,188.25	40.10
101-596.591-712.000	PAYROLL - HOLIDAYS	3,500.00	1,792.51	1,222.72	1,707.49	51.21
101-596.591-720.005	INSURANCE HEALTH	50,000.00	20,711.36	7,577.73	29,288.64	41.42
101-596.591-720.010	INSURANCE DENTAL	5,500.00	1,650.74	764.99	3,849.26	30.01
101-596.591-720.020	INSURANCE VISION	1,200.00	269.85	93.57	930.15	22.49
101-596.591-720.025	INSURANCE - LIFE & AD&D	300.00	39.63	13.74	260.37	13.21
101-596.591-720.030	INSURANCE - INCOME PROTECTION	1,800.00	333.24	115.55	1,466.76	18.51
101-596.591-721.005	RETIREMENT CONTRIBUTION	15,000.00	3,804.80	1,697.72	11,195.20	25.37
101-596.591-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	16,810.00	6,035.93	2,277.42	10,774.07	35.91
101-596.591-723.500	WORKERS COMP INSURANCE	6,500.00	4,530.59	3,563.00	1,969.41	69.70
101-596.591-740.000	OPERATING SUPPLIES CLEANING MATERIAL	20,000.00	3,493.52	1,269.06	16,506.48	17.47
101-596.591-740.410	OPERATING SUPPLIES REPAIR PARTS	1,000.00	0.00	0.00	1,000.00	0.00
101-596.591-808.001	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	2,000.00	656.78	396.40	1,343.22	32.84
101-596.591-808.002	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	3,500.00	530.29	129.00	2,969.71	15.15
101-596.591-808.003	CONTRACTUAL-BUILDINGS & GROUNDS DEPO	22,000.00	14,968.20	13,294.00	7,031.80	68.04
101-596.591-931.000	BUILDING & GROUNDS MAINTENANCE DEPOT	16,000.00	864.10	326.12	15,135.90	5.40
101-596.591-931.100	BUILDING & GROUNDS MAINTENANCE GREEN	25,000.00	5,268.76	2,759.80	19,731.24	21.08
101-596.591-932.000	MECHANICAL MAINTENANCE DEPOT	500.00	0.00	0.00	500.00	0.00
101-596.591-933.000	EQUIPMENT MAINTENANCE RADIO MAINTENA	500.00	0.00	0.00	500.00	0.00
101-596.591-933.100	EQUIPMENT MAINTENANCE OFFICE EQUIPME	7,000.00	1,822.10	931.79	5,177.90	26.03
101-596.591-939.005	VEHICLE MAINTENANCE MECHANICAL	280,636.00	123,934.44	123,928.81	156,701.56	44.16
101-596.591-939.015	VEHICLE MAINTENANCE BODYWORK	20,000.00	213.52	109.95	19,786.48	1.07
101-596.591-939.020	VEHICLE MAINTENANCE GRAPHICS	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 596.591 - TRANSIT MAINTENANCE		695,232.00	271,624.16	190,422.50	423,607.84	39.07
Expenditures		5,918,589.00	1,875,893.84	787,725.87	4,042,695.16	31.69
<b>Fund 101 - GENERAL FUND:</b>						
TOTAL EXPENDITURES		5,918,589.00	1,875,893.84	787,725.87	4,042,695.16	

MAX TRANSPORTATION CASH DISBURSEMENT REPORT FOR MAX TRANSPORTATION

EXP CHECK RUN DATES 01/01/2025 - 01/31/2025

POSTED  
PAID

Invoice Number	Date Paid	Paid By Check Number	Vendor Name	Description	Inv Amt
12/24	01/09/2025	1030	AFLAC	DECEMBER 2024 INSURANCE PREMIUM	584.24
2025-01-08	01/09/2025	1031	SEMCO ENERGY - ACH	GREENWAY & LINCOLN SEMCO BILLS	1,224.31
1001812356	01/09/2025	11568	ACCIDENT FUND	INSURANCE PREMIUM	23,152.00
17290	01/09/2025	11569	AESTHETIC GARDENER LLC	PLOWING AT GREENWAY	5,521.75
17298	01/09/2025	11569	AESTHETIC GARDENER LLC	PLOWING AT DEPOT	7,772.25
1440502	01/09/2025	11570	ARNOLD SALES	CLEANING SUPPLIES	248.64
1440554	01/09/2025	11570	ARNOLD SALES	SUPPLIES FOR MAX	32.70
1440408	01/09/2025	11570	ARNOLD SALES	CLEANING SUPPLIES	874.97
LS04051	01/09/2025	11571	LEFF, SARAH	WEBSITE HOSTING	125.00
DECEMBER 2024	01/09/2025	11572	LIFE INSURANCE COMPANY OF NORTH AMERICA	INSURANCE PREMIUMS	3,266.61
49838	01/09/2025	11573	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	37.26
860670	01/09/2025	11574	WESTENBROEK MOWER INC	SCREW / HANDLE	7.98
67937	01/09/2025	11575	WINTER WALKING	ICE CLEATS	49.73
REMIT	01/16/2025	1032	MERS - ACH	Remittance Check	12,264.58
REMIT	01/16/2025	1033	MISSION SQUARE - ACH	PLAN 306713	1,594.29
REMIT	01/16/2025	1034	EFTPS	Remittance Check	40.09
REMIT	01/16/2025	1034	EFTPS	Remittance Check	29,333.05
OCT/NOV 2024	01/16/2025	1035	FIFTH THIRD BANK-CC ACH	MAX CREDIT CARD	3,560.49
REMIT	01/16/2025	1036	STATE OF MICHIGAN	Remittance Check	5,002.24
21800	01/16/2025	11576	FIRST CHOICE CLEANING COMPANY	CARPET CLEANING	441.25
2025-JANUARY	01/16/2025	11577	HOLLAND BOARD OF PUBLIC WORKS	10952040-02 FIRE PROTECTION	11.50
2025-01082	01/16/2025	11578	HOLLAND CITY TREASURER	FUEL FOR MAX	19,967.53
2025-00988	01/16/2025	11578	HOLLAND CITY TREASURER	NOV FUEL FOR MAX	21,121.38
2025-00938	01/16/2025	11578	HOLLAND CITY TREASURER	OCT 24 MONTHLY MAINTENANCE	88,736.78
2025-01079	01/16/2025	11578	HOLLAND CITY TREASURER	JANUARY 2025 FINANCE FEE	9,751.91
2025-00888	01/16/2025	11578	HOLLAND CITY TREASURER	FUEL FOR MAX	23,185.06
2025-00631	01/16/2025	11578	HOLLAND CITY TREASURER	JULY FUEL 2024	29,764.28
2025-00539	01/16/2025	11578	HOLLAND CITY TREASURER	BS&A SOFTWARE UPGRADE	17,725.00
50172	01/16/2025	11579	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	37.26
715769430	01/16/2025	11580	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C	HEALTH SCREENING	135.00
715776393	01/16/2025	11580	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C	HEALTH SCREENING	389.00
2150035193	01/16/2025	11581	POMP'S TIRE SERVICE	TIRES / TIRE MAINTENANCE	571.58
0240-009695632	01/16/2025	11582	REPUBLIC SERVICES #240	END OF SERVICE CHARGES	304.45
8680	01/16/2025	11583	RETTOP ENTERPRISES LLC	SIDE BLADE KIT	315.20
REMIT	01/16/2025	11584	STATE OF MICHIGAN	Remittance Check	426.44
36755	01/16/2025	11585	TOWN & COUNTRY GROUP	SECURITY EQUIP. 2ND BILLING	1,596.00
34169	01/16/2025	11586	TRANSCO GROUP USA INC	CONSULTING SERVICES	607.50
8256562-2333-6	01/16/2025	11587	WASTE MANAGEMENT OF MICHIGAN INC.	WASTE SERVICES	91.95
8256563-2333-4	01/16/2025	11587	WASTE MANAGEMENT OF MICHIGAN INC.	WASTE SERVICES	91.95
RIS0006178739	01/23/2025	1037	DELTA DENTAL PLAN OF MICHIGAN INC - ACH	DENTAL INSURANCE	3,173.96
02/01/2025	01/23/2025	1038	WESTERN MICHIGAN HEALTH INSURANCE POOL - ACH	PRIORITY HEALTH SERVICES FOR MAX	84,228.36
1001731618	01/23/2025	11588	ACCIDENT FUND	INSURANCE PREMIUM FOR ACCT A010116895	5,282.60
287322698165	01/23/2025	11589	AT&T MOBILITY	FIRST NET AT&T SERVICES	182.02
178	01/23/2025	11590	BRITT CHIROPRACTIC	AGILITY TEST	125.00
351370	01/23/2025	11591	CUNNINGHAM DALMAN PC	GENERAL LEGAL CONSULT	36.00
CO-0006701	01/23/2025	11592	GRANDVILLE TRAILER LLC	2025 SURE-TRAC TRAILER	2,295.00
23596354	01/23/2025	11593	GUARDIAN ALARM OF MICHIGAN INC	ALARM SYSTEM INV 23711898	214.34
77533918-00-01-24	01/23/2025	11594	HOLLAND BOARD OF PUBLIC WORKS	UTILITIES	40.00
01-2024	01/23/2025	11594	HOLLAND BOARD OF PUBLIC WORKS	MAX UTILITIES	2,156.26
50502	01/23/2025	11595	NEW DAWN LINEN SERVICE, LLC	MAX RUGS	37.26
715785122	01/23/2025	11596	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C	HEALTH SCREENING	315.00

MAX TRANSPORTATION CASH DISBURSEMENT REPORT FOR MAX TRANSPORTATION

EXP CHECK RUN DATES 01/01/2025 - 01/31/2025

POSTED  
PAID

Invoice Number	Date Paid	Paid By Check Number	Vendor Name	Description	Inv Amt
01-12-24	01/23/2025	11597	PITNEY BOWES BANK INC PURCHASE POWER	POSTAGE	527.56
822060843	01/23/2025	11598	VSP INSURANCE CO (CT)	VISION INSURANCE	1,175.24
861038	01/23/2025	11599	WESTENBROEK MOWER INC	POWER CLEANER	647.20
REMIT	01/30/2025	1039	MERS - ACH	Remittance Check	11,740.16
REMIT	01/30/2025	1040	MISSION SQUARE - ACH	PLAN 306713	1,570.95
2024-01-30	01/30/2025	1041	EFTPS	4TH QTR 941 DUE	40.09
REMIT	01/30/2025	1041	EFTPS	Remittance Check	103.08
REMIT	01/30/2025	1041	EFTPS	Remittance Check	27,091.24
REMIT	01/30/2025	1042	STATE OF MICHIGAN	Remittance Check	4,644.35
1001869877	01/30/2025	11600	ACCIDENT FUND	INSURANCE PREMIUM FOR ACCT A010116895	8,212.50
2720553	01/30/2025	11601	APPLIED IMAGING INC	PRINTING SERVICES	252.36
132074	01/30/2025	11602	COUNTY OF OTTAWA TREASURER	TAX FROM FY Q1 (OCT-DEC 2024)	152.50
77526909-01 01-25	01/30/2025	11603	HOLLAND BOARD OF PUBLIC WORKS	GREENWAY UTILITIES	928.07
ACCT 51951660 & 5122	01/30/2025	11604	HOLLAND CHARTER TOWNSHIP	UTILITY & FIRE LINE	213.99
14912338	01/30/2025	11605	J&H OIL CO	DIESEL FLUID FOR MAX	365.82
715796035	01/30/2025	11606	OCCUPATIONAL HEALTH CENTERS OF MICHIGAN, P.C	HEALTH SCREENING	90.00
2025-01-30	01/30/2025	11607	ROBERT GHANSAH	TRAVEL REIMBURSEMENT - CES CONFERENCE	350.03
0201773.504 JAN	01/30/2025	11608	SEMCO ENERGY STORAGE UNIT	GAS STORAGE UNIT	19.94
REMIT	01/30/2025	11609	STATE OF MICHIGAN	Remittance Check	426.44
6103300072	01/30/2025	11610	VERIZON WIRELESS	CELL SERVICES	1,639.95
Report Total:					<u>468,240.47</u>